

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

ADMINISTRATION COMMITTEE

Thursday, May 27, 2010

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 29, 2010.
1. Review of Minutes
 - a. Housing Authority (April 19, 2010).

Communications

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. *Held for one month.*
3. Communication from Supervisor Wetzel to direct staff to develop a 3, 5, and/or 7 year working budget plan. *Held for one month.*
4. Communication from Supervisor Fewell to Request that Human Resources Department report the status of the savings related to the five day furloughs and the plan to make up any shortfalls on the projected savings. *Held for one month.*
5. Communication from Supervisor Scray to look at different options to pay down debt earlier than such savings associated with it. *Held for one month.*

Appointments

6. Appoint Supervisor Bill Clancy to Facility Master Plan Subcommittee.

General Fund Transfer

7. District Attorney - Budget Adjustment Request (#09-152): Interdepartmental reallocation or adjustment including reallocation from the County's General Fund.

Housing Authority

8. Update re: Requested Report "Other Assisted Housing Charts".

Child Support

9. Budget Status Financial Report for March, 2010.
10. Request for Proposal for Process Service Provider.

Corporation Counsel

11. Resolution re: Change in Table of Organization Corporation Counsel.

Treasurer

12. Budget Status Financial Report for March, 2010.
13. Treasurer's Financial Report for the Month of March.
14. Director's Report.
 - a. Lean Management Award.

Information Services

15. Budget Status Financial Report for March 31, 2010.
16. Director's Report.

Dept. of Administration

17. Budget Status Report for March, 2010.
18. 2010 Budget Adjustment Log and Grant Application Approval Log.
19. Input from Brown County Purchasing Department re: requiring a new Request for Proposal (RFP) at least every three years for service-related contracts.
20. Director's Report.

Human Resources

21. Budget Status Financial Report for March, 2010.
22. Human Resources Activity Report for April 2010.
23. Director's Report.

Facility & Park Management

24. Budget Status Financial Report for March, 2010.
25. Budget Adjustment Request (#10-47): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
26. Resolution re: Increase Dog License Tax.
27. Director's Report
28. **County Clerk** Budget Status Financial Report for February & March, 2010.

Other

29. Audit of Bills.
30. Such other Matters as Authorized by Law.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda
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PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 29, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Tom Lund, Jack Krueger, Tony Theisen, Kris Schuller, Mark Tumpach
Also Present: Supervisors Nicholson, Andrews, Wetzel, Fewell,
Jayme Sellen, John Luetscher, Kerry Blaney, Bill Dowel, John Machnik,
Jackie Scharping, Sandy Juno, Darlene Marcelle, Bob Heimann,
Carolyn Maricque, Robyn Hallet, Rob Strong, Jacob Lopez,
Cheryl Corbeille, Other Interested Parties

I. **Call Meeting to Order:**

The meeting was called to order by committee member Tom Lund at 5:30 p.m.

II. **Approve/Modify Agenda:**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

III. **Election of Chair:**

Motion made by Supervisor Theisen to nominate Tom Lund as Chairman of the Administration Committee.

Motion to cast unanimous ballot made by Supervisor Krueger and seconded by Supervisor Theisen.

IV. **Election of Vice Chair:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to nominate Jack Krueger as Vice-Chairman of the Administration Committee.

Motion to cast unanimous ballot made by Supervisor Theisen and seconded by Supervisor Schuller.

V. **Set date and time for regular meetings:**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen that the Administration Committee meetings be held on the fourth Thursday of the month at 5:30 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

VI. **Approve/Modify Minutes of March 25, 2010:**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

1. **Review of Minutes**
 - a. **Housing Authority (March 15 & March 23, 2010).**

**Motion made by Supervisor Theisen and seconded by Supervisor Krueger to approve.
Vote taken. MOTION CARRIED UNANIMOUSLY.**

Communications

2. **Communication from Supervisor Lund - To refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club.**

Chairman Lund requested this matter be held for one month for further information.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to hold for a month. Vote taken. MOTION CARRIED UNANIMOUSLY.

3. **Communication from Supervisor Andrews – To require all contracts for services provided to the County to be re-bid at least or put to RFP every 3 years. *Referred from April County Board.***

Supervisor Andrews informed the committee she has had a conversation with Cheryl Corbeille, newly hired Purchasing Manager with Brown County (information attached). An effort was discussed which would establish a new policy/purchasing standard which would require a new RFP when a contract is at the 3 year mark. This would assure the best use of the County's dollars. Before making any decision, it is suggested that a detailed analysis be completed to assure that the Purchasing Department can support this activity. A list of open and expired contracts is presently being compiled. If analysis would show that the Purchasing Department cannot support this change, Corbeille suggests that a decision be made when contracts are at the 3 year mark to decide which ones make sense to send out for another RFP and when it makes sense to go out 5 years based on the service and/or commodity provided. The analysis work will be forwarded by May 21st.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to staff for a report next month. Vote taken. MOTION CARRIED UNANIMOUSLY.

4. **Communication from Supervisor Wetzel – To direct staff to develop a 3, 5, and/or 7 year working budget plan. *Referred from April County Board.***
Supervisor Wetzel requested this item be delayed one month.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to refer to the May meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

5. **Communication from Supervisor Nicholson re: Review the funding of the Housing Authority. *Referred from March Admin Cmte & April County Board.***

(Per Supervisor Nicholson's request this section has been transcribed basically "word for word")

Supervisor Nicholson, along with members of the Housing Authority, Robyn Hallet (Housing Administrator), Rob Strong (City of Green Bay Planning Director), and Jacob Lopez (Intern) addressed the committee.

For the benefit of new members, Supervisor Theisen explained that the Housing Choice Voucher Program was previously known as Section 8. It is a federally funded program by which the government gives County Housing Authorities so much money (Brown County gets \$13 million). Criteria is set and qualified people receive a subsidy for rent. Over the years, it has been felt that some neighborhoods have a high density of program renters.

Rob Strong indicated that he has in the past made a presentation to the County Board and would be happy to share that information with new members. He explained the program is complicated, that it has been around since the mid 70's, and is a program to assist people with low income to get into housing that is decent, safe, and sound. Housing is required to be kept in good repair and annual inspections are conducted. Applicants are screened for criminal records and those who have one are not eligible for vouchers. Strong stated that Housing Allowance has a contract to complete investigations if there are any complaints, or if fraud is suspected. Steps have been taken to improve the integrity of the program.

Ms. Hallet presented information related to questions asked at the previous meeting

- a. Where are the majority of recipients located? A map which demonstrates where in the County many Housing Choice recipients are located was distributed. Supervisor Lund pointed out it appears to be a corridor in the downtown sector. Ms. Hallet stated this is to be expected as the City of Green Bay would have the largest number of rental units available and secondly, units in outlying areas tend to be more pricy. The Housing Choice Program subsidizes to a certain dollar amount.
- b. How does Brown County compare to similar sized counties? Ms. Hallet distributed a chart explaining that the number of vouchers held by Brown County was compared to the total number of other assisted housing available, including low income tax credits, Section 202 Elderly Housing, Section 8 Moderate Rehabilitation and Construction, as well as public housing. Comparisons of total number of vouchers as well as total number of assisted housing were made with nine other counties of similar size in Wisconsin and in the nation with a population between 235,000 and 255,000. Chairman Lund pointed out that when reviewing the numbers, Brown County appears to receive a similar amount of vouchers as other areas of the same size.

Rob Strong explained that Brown County was one of the pilot communities for the Section 8 program which started in the 70's. Because of that length of time, Brown County has a larger share of vouchers than a typical community. When looking at numbers related to percentage of assisted housing vouchers, Brown County is found to be higher. Because of involvement in this program where you can choose where to live anywhere in the county, a choice was made to have less public housing.

Supervisor Nicholson asked if South Bend, Indiana is still in the program. Strong replied they are in the program, although were not within the population range used as they are at a population of 267,000 (255,000 was used in the study). Ms. Hallet did have information specific to South Bend, reporting that the total number of vouchers in St. Joseph County totals 2,527 (Brown County has 2,974), which represents 34.5% of their total assisted housing units which is 7,421 (Brown County has 5,200 units).

Supervisor Theisen noted that some counties in the US build publicly owned housing (known as the projects) as compared to the voucher program used in Brown County where people choose their own housing and their rent is supplemented. Theisen stated in his opinion, the Brown County program causes less problems, noting that in the projects there are many times a group of people with the same issues. In the Chicago area, much of the housing has been torn down. Without the voucher program, Theisen indicated that Brown County would be

required to have publicly owned housing as the government is required to address housing needs. He would rather have people rent private housing than build government housing.

When asked if there are a certain number of units required in the program, Ms. Hallet indicated she was not aware of any such requirement. In follow-up, Supervisor Theisen asked if the amount of money received by Brown County each year should be reduced. Mr. Strong replied if that was done, the total number of vouchers would be reduced as it is based on need in the community. Ms. Hallet added that if such a request was made, HUD would look at what is the need in the community. Is there still a need for the vouchers, and if not, then they may be in agreement to reducing the number. However, Brown County continues to have a waiting list which is based on what the applicant's preference is, which determines who may get assistance more quickly. Generally, the waiting list is about a six months to a year. Theisen stated if Brown County would ask for the vouchers to be reduced, does not mean it will happen. HUD will make the final decision how much money they will send Brown County. The money has to be used for this purpose. Strong indicated payments are received monthly from HUD to cover costs.

Supervisor Nicholson asked if Brown County has to be in the program. Strong replied that as there is a need for affordable housing in the community, which is demonstrated by the number on the program and on the waiting list, HUD will require the County to provide services. Brown County chose not to do public housing but rather to address their needs using the program.

Nicholson asked how many different housing programs are in the Brown County area? Ms. Hallet responded there are 203 units of public housing, low income tax credit (a different program), and 42 units of Section 8 Moderate Mobilization. Nicholson asked that a breakdown be included in the next County Board packet. Strong indicated they could do this by adding more columns, that at this time they provided what Brown County is getting for assistance compared to other counties. He noted that the column for "total assisted units" includes a number of programs that could be identified.

Krueger disputed this request, stating it appeared to be "busy work", that he did not know the difference between Section 2 and Section 8. Supervisor Nicholson stated he made the request so that he could better understand the program and Lund indicated the breakdown should help to clarify the various categories. Ms. Hallet stated that she could provide definitions but not the numbers.

Supervisor Lund stated that he has noticed when reviewing the various Wisconsin counties, it appears that Dane County has a higher general income than Brown County so the percentage of housing is lower than that of Milwaukee County, who probably has more dire need by percentage than Brown County. Strong stated that when comparing the three largest counties, maintenance may be close as they have more of a waiting list and have more demand than that in Brown County. Their demand will take years to get to people on their list.

Supervisor Lund asked how many from out of county come to Brown County to sign on to the waiting list. Ms. Hallet pointed out that the preferences require that a person be a Brown County resident. If they are not a resident when they apply, they get the lowest preference. They have not called anybody off of that category of preferences since 2002.

Supervisor Lund asked if people come and live with other relatives and are on the list, that all they need is a mailing address to be a Brown County resident. Ms. Hallet stated it is required that people change their driver's license or State ID to reflect that they are a Brown County resident.

Supervisor Theisen asked if once a person establishes a residence, if we know how long they've been a resident, or are they either a resident or not? Ms. Hallet confirmed this statement. Of those people on the waiting list, Theisen asked if it would be known if they are residents 3 years or less. Hallet stated that at this time that information is not known, however, as of May 1st, they are adding an additional form for application. It is optional as HUD restricts them from basing eligibility on how long they've lived here. The form asks how long they have lived in Brown County, where they have moved from, and the reason they are living here. Supervisor Andrews asked if background checks would not show some of this information and Ms. Hallet agreed that it does.

Strong added that hopefully the proposed survey will provide more detailed information even though it is voluntary. He also pointed out that port in/port out data will identify people who may have only come here for the voucher program.

Supervisor Krueger stated he has represented the central city as his district for over 14 years and has never had a single call complaining about the voucher system. After the news media brought the program forward about a year ago, he received 13 calls asking that the program not be removed or persons would have to move out of their housing. Krueger stated if he had received complaints, there might be a basis for further review. He also discussed the situation with Green Bay City Alderman Kocha who stated she only received one call in the last two years.

Supervisor Theisen stated he has received a number of calls where people questioned a family who lived on their block who caused problems, i.e. fighting, swearing, litter in the yards, disrupting the neighborhood. When it was discovered rent was being subsidized through Federal income taxes, other residents did not like it one bit. He did follow-up with Keith Pamperin who investigated several of these issues.

Mr. Strong stated that complaints are addressed, however, it is confidential information. If notified of a family who is causing problems, an inspector will be sent to investigate the matter.

Information was distributed showing statistics with comparable counties by population (attached). Theisen again stated he preferred to have the Section 8 program over public housing such as the "projects" that were built in Chicago and eventually torn down. Strong stated that at this time there are 203 public housing units in the area, one being Mason Manor for 153 disabled and elderly residents. An additional 50 units are scattered under the control of the Housing Authority. Theisen pointed out that Mason Manor works well because of the population. Strong indicated that was by choice as they did not want to build a large family housing unit for individuals who may share some of the same concerns and issues in their lives which tend to multiply.

Ms. Hallet distributed other handouts (attached), explaining it is information which will be provided on a monthly basis, i.e. minutes from the Brown County Housing Authority meetings, as well as a financial summary, and portability information as requested at the last meeting of this committee. Port-ins are those people who have moved to Brown County with a voucher from other areas, with port-outs being people who are leaving Brown County.

Supervisor Theisen asked if once a person leaves Brown County for another county if that County then takes on their budget. Hallet replied it is up to the receiving Housing Authority if they will absorb them or bill them. If they absorb them, they are then part of the other Housing Authority budget, however, if Brown County is billed, it is still our voucher and the other Housing Authority is paid for such cost. Theisen clarified if a person resides in Brown

County for one month, then port-out to another county for 20 years, if Brown County would take money out of their budget to send to the other county. Hallet replied that is correct in theory, however, if the other county waiting list is open, they would generally absorb the vouchers. If they are taking people from their own area onto the program, then they also would be absorbing people from outside the area. Although Ms. Hallet did not have percentages, she stated it is not very common and the majority are absorbed rather than billed.

Strong noted that the minutes from the March meeting requested a yearly recap or total. Year-to-date numbers show there have been 67 port-ins, and 114 port-outs. Theisen asked about previous port-outs, and Strong indicated this report begins January 1, 2010. Theisen questioned that the numbers were accurate when considering numbers from 2009 and earlier. He asked if it is known what the oldest port-out is, or what year is the oldest year that someone ported out and Brown County is still paying out of their budget. Strong indicated these numbers are not a representation of who Brown County continues to make payments for. Theisen requested this information be provided monthly. Lund pointed out that this is a Federal program and payments do not come directly from Brown County. Theisen noted that the more port-outs the better as those people are then not living in Brown County. Although not offering an opinion whether it is good or bad, Theisen noted it depends on whether people think there should be more or less money in Brown County.

Strong stated if a person comes to Brown County only for the purpose of getting a voucher, such person can move back where they came from, whereas those moving to the community to make Brown County their home can stay. Theisen stated he would like to know the total number of those people coming here just to get a voucher and then moving to another county. Strong indicated there are two different sets of numbers, one being how many households ported out and left the county which he provided, clarifying that Theisen now is asking for numbers who are being maintained monthly.

Supervisor Lund clarified that even if there are port-outs, the County still has the same number of units available, although have less money. He also stated that a landlord does not have to rent to anyone on Housing Authority if he does not want to. There are just so many units that are available.

Theisen asked if it has happened that a person has a voucher and cannot find a landlord who will take it. Hallet confirmed it has happened that a landlord may have housing available but is unwilling to accept a housing voucher. Strong informed the committee that the landlord is required to sign a contract and may choose not to get involved because of yearly inspections, etc.

Whether there is data available which would provide the number of people who apply for aid and have been in the area three months or less was asked. Hallet replied it would not be easy, stating that with time Langan Investigations could review their data, stating that it has not been compiled and would take a lot of manual effort at their contract price. She added that such a request could be made to the Housing Authority.

Strong pointed out that he and Ms. Hallet are employees of the Brown County Housing Authority and come before this committee because they have been asked to provide information. Although he stated he did not want to appear rude, pointed out that every time they have been asked to provide additional information, it takes time away from their duties to present to a committee they don't have to answer to. He noted that the Brown County Board created the Housing Authority and there is a relationship there, however, asked that in the future a communication be sent directly to the Housing Authority so that future questions can be assigned to staff. He pointed out the data provided has taken a lot of staff time and

that their present intern will be returning to school. Staff is trying to run a complicated program in a good way. Although they are willing to gather information, Strong stated as it being asked more and more and again requested that a communication be sent directly to the Housing Authority with a request to designate resources to provide information.

Theisen stated that is reasonable noting that at times legislators have requests but do not realize how many hours it takes to fulfill them. Getting back to the issue of how Brown County is attracting people, the port in/port out shows just the opposite because since January 1, 2010 there have been almost twice as many people desire to leave with their voucher than those who came in. If looking at the funding, it is more dramatic as for those who want Brown County to have less money and therefore, less assisted people, there was \$89,000 that left Brown County, and \$28,000 came in. Of the Federal dollars that were assigned to Brown County, \$89,000 has gone to landlords in a different county in the last four months, and \$28,000 has come here. This shows that Brown County is actually losing more people than gained. Strong reiterated than monthly reports will be attached to the Housing Authority minutes.

Supervisor Krueger asked if there is a port-out to Chicago, are they required to get on a list in Chicago and then when the number comes up come back to Green Bay. Is there a time frame? Ms. Hallet responded there is not a waiting list for portability, that such person would go to the other city for processing, find a housing unit, get it inspected and completing the paperwork would be the only wait time. Krueger stated his point was as to whether the \$89,000 is gone forever. If qualifying for housing and is accepted in the new county, Brown is not paying the other county. Hallet responded if the person goes to another county, are they required to be absorbed. In another way, if coming from Chicago to Brown County, what happens. Hallet explained that the first 12 months are billed. If vouchers are available, they are absorbed.

Supervisor Lund asked if people are absorbed after 12 months, are they investigated, stating he thought they may not. Hallet stated that investigation is a requirement. Theisen noted that Keith Pamperin informed him that Brown County investigates more strictly than any other county in the United States. Strong stated he did not know if any other county has a licensed investigation firm under contract as Brown County does.

County Clerk, Darlene Marcelle, asked for clarification of Mr. Strong's statement that he is an employee of the Housing Authority. Strong stated he is an employee of the City of Green Bay under contract with the Housing Authority. Marcelle asked if administrative dollars are received from the Housing Authority and, if so, it should fund positions. Strong explained that the Housing Authority does not pay anything toward his salary, however, Ms. Hallet's salary is paid for by both Green Bay and by the Housing Authority. Ms. Hallet is not the only employee fully funded as there are shared resources between Green Bay, Brown County, and the Housing Development. Other staff includes accountants, program managers, Mason Manor staff who do intake, etc. Marcelle explained that although realizing the number of hours Strong and his staff have put in, County Board members are gathering as much information as they can in order to make a decision, if it can be made, wondering if there is money given to Strong's department to gather such information. Strong stated time comes out of staff money.

Theisen clarified that if the County Board asks for so much information, it is necessary to hire another person, the Housing Authority would have to agree to do such, that the County Board cannot direct them as they can direct a County department. Strong stated they are doing the best they can to provide information as it is requested, however, he can only go so far, then will have to go to the Board that is paying the salaries and inform them that so many hours

are required to gather more information. The responsibility of the Board is to run the programs and make sure that federal requirements are met and programs run correctly. He is more than willing to provide information, however, pointed out that it does take time and he prefers that the committee ask the Housing Authority to direct staff as the requests have started to tax staff. He wants the body that is expecting them to get work done to understand what that is and that they agree to assign such tasks. He is willing to do it, but wants the committee to know that it will take time to compile the information.

If there are questions at the next County Board, Supervisor Nicholson asked if Strong would be the person to be asked to be present. Strong stated he is the Executive Director and would be the individual.

Nicholson noted that six months ago the County Board made a recommendation regarding the waiting list and asked what has been done or what the decision was by the Brown County Housing Authority. Strong recalled that the request was to close the waiting list. A representative of HUD who was present at the County Board meeting stated if Brown County closes the waiting list, more will be served from out-of-county. Theisen stated that closing the waiting list will hurt Brown County residents more than out of county. Strong confirmed this, stating that as no one will be allowed to apply, the out-of-county list will be opened.

Nicholson again asked what the decision was by the Brown County Housing Authority regarding the recommendation. Strong stated the decision was to not close the waiting list in Brown County.

Supervisor Lund recalled a second recommendation at the time was to make the people on the waiting list reapply either monthly or quarterly and asked Strong if the Housing Authority did anything with that? Lund opined this was a good suggestion as the Housing Authority would then know better their active waiting list, whether the applicant had left the County, etc. Hallet stated they would not be able to ask applicants to reapply every month, however, do on an annual basis send a letter to everyone on the waiting list asking them to update their status, if they still wish to remain on the list and what their current address is. Applicants are required to inform the Housing Authority if they move and anyone who does not respond, is removed from the list.

Nicholson stated the question was not answered and again asked what was the decision of the Brown County Housing Authority with regard to the recommendation from the County Board? Strong replied that the Housing Authority felt that the process already in place was adequate.

Nicholson asked Strong the reasoning behind that decision, why can't the individuals be required to report every month, or have them reapply. Hallet responded the decision was made because it would take time from staff who administer the program and was felt not to be a useful purpose.

Theisen explained that the Housing Authority is an independent body appointed and confirmed by the County Executive. They meet once a month, get their money from the Federal government with the only legal connection to the County being that the Board approves the members. The County has limited authority over them. To get any deeper information, Theisen suggested that a communication be put on the Housing Authority agenda for any County Board member to attend.

On another matter, Theisen confirmed that a person can get a housing voucher and are not required to look for a job. The County Board requested that the Housing Authority send a

request to the Federal government asking that a new rule be created requiring clients to look for a job. Strong stated that the request was that a client capable of working must show at the end of a three year period they are working at least 30 hours a week.

Hallet stated the first request was made in 2004 to HUD Washington who in return asked HUD Milwaukee to give direction. The latest information from HUD Milwaukee indicates it was an interesting idea and they would be in support of it. There has been no information that HUD Washington has taken it any further.

Lund asked if there any clients who receive 100% of their rent and Hallet responded there are some families who claim to have zero income, in which case the full amount is subsidized. Lund stated the concern is that if there are people 100% subsidized, others that are working poor have less available resources because of those who take 100%.

Lund asked the average rent and Hallet reported the average assistant payment made is approximately \$360, with rents varying depending on size and location. She added that a family is not permitted to pay more than 40% of their income as their portion of the rent, with the program capping out at a certain dollar amount. If wanting to rent a unit that is too expensive, they will be denied to rent such unit.

Supervisor Krueger asked ramifications of the proposed Veterans program which will take care of veterans who are homeless. This group will not fall under the same regulations of the Housing Authority. Hallet explained that the Veterans who participate in the vet program (BASH voucher) are required to be case managed through the Veteran's Administration. Although not aware of all requirements, Hallet stated she has heard that if a participant has active drug or alcohol problems, they would be prohibited from receiving case management and, therefore, would not qualify for a BASH voucher. She stated the only screening for a BASH voucher is through the sex offender registry, and not the others that are typically done. Krueger stated this is a step in a different direction by the Veterans Administration to assure there are not homeless vets. Krueger opined that the VA program may skew the numbers of the present HUD program while Nicholson disagreed, stating they are two different programs and would not be related.

When asked by Chairman Lund, where Supervisor Nicholson wanted to go from here, he replied he wanted further information on the three different programs. Strong indicated he could do this by mailing.

When Strong was asked when the committee should begin directing further questions directly to the Housing Authority, he replied right away. Lund asked that a letter be sent to the Chairman of the County Board directing further questions go to the Housing Authority and not this committee. Theisen suggested that any time Strong receives a request from a County Board member that he put it on the next agenda of the Housing Authority.

Nicholson asked that Rob Strong or a representative attend County Board meetings in the future to answer further questions. Theisen pointed out that Strong is not a County Department Head as he represents the Housing Authority which is autonomous, it is the decision of the Authority whether they want to send him or not.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to request breakout information on the three programs by mailing:

- **Number of Assisted Housing Units by Type for Counties with Populations similar to Brown County's**
- **Percentage of Total Housing Units for these same counties**
- **Numbers and percentages of other assisted housing for the most populous counties in Wisconsin**

Vote taken. MOTION CARRIED UNANIMOUSLY.

Mr. Strong was asked if he would attend County Board meetings. He replied if there are issues that arise, a request should be made to have the appropriate staff attend the County Board meeting. If there is nothing relative to Housing Authority activity, questioned why he should attend.

Theisen stated that Board members do not always receive all information presented at the various meetings. It was confirmed that any handouts or attachments distributed at meetings are always attached to the minutes.

As the County Board does not have authority over the Housing Authority, Supervisor Krueger asked why multiple hours are being stacked up by all this discussion. In many cases, the Housing Authority has no authority either as they are directed by HUD. He questioned just what the goal is reiterating he has never received a complaint.

Theisen stated that the information they have received has been good, especially related to the rumor that Brown County attracts people because of the program, that data for 2010 actually shows the reverse, that Brown County is actually losing more than they are getting, and that budget wise the county is losing \$89,000. If a report is received every month, they will know if the trend changes.

Theisen stated he was involved in the request as to whether the County could require voucher recipients to be looking for job. The Housing Authority was willing to ask, but as of this time HUD has not changed their policy, noting the County Board can only do so much. Strong stated they followed-up with another matter in 2008 to which they still have no response other than a verbal that it is a good idea.

Lund stated it cannot hurt for the County Board to be active, noting that their request to conduct extensive background checks has helped in overall limiting crime. Theisen explained that request was referred to Housing Authority who agreed to the investigations.

Strong agreed that the Housing Authority has been very receptive to suggestions by the County Board and their committees. He stated the goal is to have the healthiest program they can run while serving the people of Brown County within the rules they have to work. He stated he is not fighting this committee, however, feels at times they are reporting the same things over and over.

Theisen noted that the question as to whether the County could eliminate the number of vouchers given out thus reducing the amount of money in the program is a HUD decision. Krueger stated if he were to receive calls asking for assistance, he would not follow up with this committee or the County Board, that he would contact the Housing Authority. Krueger stated that when he saw what happened last year he perceived it to border on racism and a nail at low income people. The point is when it is seen there are avenues to work within, why they don't do that. He stated it seems like if there is no draw for some to get media attention they go directly to the Housing Authority and personally he does not want to be a part of that.

When asked how many new enrollees there are in the program, Strong reported there about 40 a month, or 500 a year. Theisen confirmed the screening has been successful because of the discovery of criminal records.

Strong apologized if he came on too rough, stating that he works as an Executive Director for the Redevelopment Authority for the City. If someone wants to get information, they submit a communication to the Green Bay City Council which is directed to the Redevelopment Authority at which time they do whatever is needed and report back to the Council. He questioned why the County process is to first come to this committee, then on to the County Board, then back again. He stated it should be the Housing Authority who is involved in answering the questions as they have been doing this for many years.

Theisen stated the committee does not always know how much time is involved when they need information and should be told. Strong stated that the data presented at this meeting relative to comparisons with other counties, although took an amount of time, resulted in good information. He indicated that the Housing Authority is willing to accommodate as best they can. Information has verified that people are not moving to Brown County simply to get on this program and that they are not all criminals.

6. **Communication from Supervisor Erickson and Supervisor Krueger – For LEAN Committee to work with Departments and the Executive to determine if there are any outdated or unnecessary services provided by the County that we could eliminate for the 2011 Budget.**

Supervisor Krueger asked for a referral to staff to determine if the request to work with departments and the Executive to determine if there are any outdated or unnecessary services provided by the County that could be eliminated for the 2011 budget fits into the parameters of LEAN. If not, he asked for suggestions on how to compile information.

Assistant to the Executive, Jayme Sellen, noted that the Executive is working on a program evaluation process, opining this request does not appear to fit into the LEAN parameters as that is a process, not a program. In addition, Sellen indicated that Human Services Director, Brian Shoup, has also been asked to complete a review. When asked if the committee could have a report in 90 days, Ms. Sellen agreed.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to refer to staff and report back in 90 days. Vote taken. MOTION CARRIED UNANIMOUSLY.

7. **Communication from Supervisor Fewell – Request that Human Resources Department report the status of the savings related to the five day furloughs and the plan to make up any shortfalls on the projected savings.**

Supervisor Fewell asked where the County stands with the furlough process, the first day being Good Friday. Jayme Sellen reported there was no furlough on Good Friday as it has to be negotiated with the Union and as of this time no agreement has been worked out. The next furlough day is Memorial Day at which time she hopes to have resolution. A report will be given to the Executive Committee within the next two weeks. Ms. Sellen informed the committee that each budget has a line item of salary savings (vacancies) which totals to a substantial amount of money. Chairman Lund stated that in a conversation with Human Resource Director, Deb Klarkowski, he was told that an agreement with the union is close.

Supervisor Fewell indicated he has heard this before and would like to know if there is a projected savings on each furlough, assuming that the projected total savings was somewhere

around \$750,000. Krueger pointed out this savings is from open positions. Fewell stated there is still a projected loss even if the hole in the budget is filled. He stated the Board was advised by the labor negotiator and by counsel for the Board that this is a possibility which was negotiated with Supervisor Evans and the Board Attorney, opining it is not reality.

Supervisor Theisen pointed out that in order to see a savings, five furlough days are needed and only ½ day has been seen through one-third of the year. Sellen noted that most furlough days don't occur until the end of the year per the present resolution.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to hold until May. Vote taken. MOTION CARRIED UNANIMOUSLY.

8. **Communication from Supervisor Fewell - To Administration Committee approve and request the County Executive to hire a Human Resources Director.**

Supervisor Fewell indicated that the reason he put this on the agenda is so that the committee will consider the possibility of hiring a Human Resource Director. At this time, we have a Human Resource Manager. Fewell stated that the Board was informed by the Labor Negotiator that he could reduce a lot of the attorney fees (approximately \$160,000 annually) that was paid to a Madison law firm to perform labor negotiation.

At this time, Fewell stated the County is paying \$48,000 annually for a Labor Negotiator, and over \$100,000 annually to the Board Attorney to do labor negotiations, back to almost the \$160,000 previously paid to perform labor negotiations. Fewell pointed out there are no labor contracts yet in 2010, and the County may pay \$300,000 before that is done. He stated he has heard from several individuals there is not really a Human Resource Department at this time that can negotiate contracts.

For example, Fewell noted that the psychiatrist at the Mental Health Center left the job after receiving a letter from HR that she would no longer receive benefits. As psychiatry hours were needed, further negotiations were done and the psychiatrist returned at an increase in salary from \$90 an hour to \$150 an hour. At the same time, because of this, another psychiatrist who was head of the department asked for an increase.

Fewell encouraged that a HR Director be hired that can negotiate labor contracts or look at the possibility of paying the present Negotiator by contract rather than by month. He has noted times when the Negotiator gave no report at a monthly meeting, yet still was paid \$4,000 for that a month.

Chairman Lund pointed out that the County has had HR directors in the past with no specific criteria. If wanting to move forward with this suggestion, he asked that criteria be developed. Fewell agreed that the matter should be studied and a decision made before budget time so that the County does not continue to pay \$160,000 per year for labor negotiations.

Supervisor Krueger opined it is not necessary to have a Human Resource Director that is a Labor Negotiator, nor is it necessary to have an attorney. He stated that the County has a legal staff through the Corporation Counsel's office. He suggested the possibility of hiring a staff analyst that would have the capability for negotiating contracts.

Fewell informed the committee that the Wisconsin Counties Association offers an attorney to do labor negotiations for \$20 to \$40 an hour less than what Brown County is currently paying, plus expenses.

Darlene Marcelle suggested that as part of the LEAN program, the motion include a study on the Human Resources Department. Ms. Sellen responded that LEAN is not about department positions, but rather about a process.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to ask staff to look at the pros and cons of having a Human Services Director and a Manager and also to give a report on whether an analyst would be capable and have the knowledge to perform union negotiations. MOTION APPROVED UNANIMOUSLY

9. **Communication from Supervisor Fewell – Request that a RFP be developed and sent out to obtain the cost of building a future Sheriff's Office on the Brown County property near the old Mental Health Center and County Jail.**

Supervisor Fewell explained that the purchase of property by County Code should come through the Administration Committee. He stated the item has not yet been an agenda item. Although there has been a lot of work done regarding possible use of the S&L building, he would like to see a request to determine what it would actually cost to build a facility within County boundaries.

Supervisor Theisen opined it is too early for an RFP before looking at possible opportunities between the City and the County concerning law enforcement and whether there are opportunities for cooperation.

Supervisor Andrews informed the committee that a meeting was held with Executive Hinz, Sheriff Don Kocken, Chief Deputy John Gossage, along with Chuck Lamine from the Planning Department regarding a process and analysis. Sites were identified that may be a possibility, although costs are not yet determined until discussed with other governmental bodies.

Supervisor Krueger stated he would not support going forward at this time with the real estate individual being considered is he is a previous County Board Supervisor and per County Code, there is a timeframe before such individual should do business with the County.

Supervisor Fewell indicated that if Brown County were to hire a Buyer's Agent and purchase real estate, the item should come before this committee. Lund added that he would like to see a needs analysis of the Sheriff's Department before any discussion of looking at a new facility.

Bill Dowell reported there was detailed discussion at a previous Facility Master Plan Subcommittee at which time a needs analysis and preliminary plan was developed. In that plan, a need for Sheriff Department consolidation was identified and three options made.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to refer to the Facility Master Plan Subcommittee for further development.

Supervisor Theisen asked if all law enforcement needs in Brown County have been addressed including Green Bay, DePere, Pulaski, etc. Dowell indicated they addressed the Brown County Sheriff's Department only. Theisen stated he would not be satisfied before they look at everything and Lund agreed. Krueger noted that the Public Safety Committee would be most appropriate to discuss these needs.

Motion made by Supervisor Theisen to refer to Public Safety to develop requirements for all law enforcement agencies in Brown County.
Vote taken. MOTION CARRIED UNANIMOUSLY.

10. **Communication from Supervisor Scray – Look at different options to pay down debt earlier than such savings associated with it.**

Chairman Lund referred to a letter from Carolyn Maricque, Finance Director, which stated there were not really any options to pay debt down earlier. In the past, restructuring bonds and getting lower rates have been reviewed. However, because this is a "Build America Bond" it allows for a rebate on interest and is about the best that can be done.

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY.

County Clerk

10. **Budget Status Financial Report for February & March, 2010.**

Darlene Marcelle reported that revenues are increased due to participation in Super Passport Saturday.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

11. **Clerk's Report.**

Darlene Marcelle informed the committee that she has received notification from the company that provides voting machines to the County that they will no longer make this model. She will begin addressing this issue for the future.

Chairman Lund informed the Clerk of an occurrence in the Village of Suamico involving a write in name, stating there was not enough space to write the name using the felt tip pen provided. Sandy Juno explained that the State dictates the format of the ballot and also indicated that lead based ink is required. Most polling places use pencil. Clerk Marcelle agreed to bring this matter up at a future meeting of State Clerks.

Marcelle asked if it is necessary to attend this monthly meeting if the department does not have an agenda item. The consensus was that they do not, however, if a supervisor sees there is not an agenda item, they have the option to call the department head and request they attend if they have a question.

Questions related to segregated accounting were addressed with Supervisor Krueger asking if it can be handled like an asset maintenance account. Marcelle stated she is waiting for a recommendation from the Department of Administration. Chairman Lund stated when that occurs, he will see that it is put on the agenda.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Treasurer

12. **Budget Status Financial Report for January 2010 & February 2010.**

Kerry Blaney reported that the budget is on target.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

13. **Treasurer's Financial Report for the Months of January and February.**

Motion made by Supervisor Tumpach and seconded by Supervisor Krueger to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Human Resources

15. **Budget Status Financial Report for February 28, 2010.**

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

16. **Human Resources Activity Report for March 2010.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

17. **Budget Adjustment Request (#10-40): Increase in expenses with offsetting increase in revenue (see attached).**

Supervisor Krueger pointed out a lack of information related to this item. Jayme Sellen referred to the description of the change included in packet material, explaining that an estimate was used in the budget. Because of the new financial system, a budget adjustment is necessary. Krueger asked that in the future more information be reported.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

18. **Resolution re: Change in Table of Organization Department of Administration.**

Jayme Sellen explained that the Grant Writer position was originally in Human Services and was moved to Administration so that all departments would have access. Supervisor Theisen pointed out the fiscal impact shows a savings in dollars.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

19. **Director's Report.**

A written report was distributed.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Facility & Park Management

20. **Budget Status Financial Report for February, 2010.**

Bill Dowell, Director of Facilities and Parks, along with John Machnik, Assistant Director of Facilities, introduced themselves to new supervisors. Dowell indicated the department will meet their budget by year end.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

21. **Budget Adjustment Request (#10-42): Increase in expenses with offsetting increase in revenue (see attached).**

Dowell clarified that this request involves carryover funds and is an adjustment to the budget to move projections from 2009 to 2010.

Motion made by Supervisor Schuller and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

22. **Director's Report**

Bill Dowell, Director of Facilities & Parks, and John Machnik, Assistant Director addressed the committee. An overview of the two departments was distributed and is attached. Dowell explained that "The purpose of the Brown County Facility & Park Department is to provide the highest quality and value in Facility Management services required to meet county government facility needs while utilizing the most efficient and cost-effective business practices and to enrich the quality of life in Brown County through a comprehensive system of open space and outdoor recreational facilities with an emphasis on natural resources, recreation, and outdoor education".

Dowell explained that the Facility and Park Department provides services to 29 Brown County buildings encompassing 1.4 million gross square feet, and operates 18 parks, recreation areas, and natural areas comprised of over 3,600 acres.

Also included in the attachment are graphs and reports on budget status, levy trends, 2010 policy initiatives, an organizational chart, a list of buildings, a list of park activities and areas, a first quarter 2010 report, quantity of work orders, a service assessment, along with an energy audit.

Various questions and comments were made by the committee relative to utilities at the CTC, the Fox River Trail, etc.

John Machnik referred to the charts (distributed) regarding work and maintenance orders. He indicated that service assessments are sent to customers with a goal of 4.8 on a scale of 5. During the first three months of this year, they met that goal. He gave information regarding the safety program, and the results of a recent energy audit including a sustainability plan. Dowell informed the committee that the Northern Building, along with the Sophie Beaumont Building are at energy star level.

Motion made by Supervisor Krueger and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Information Services

23. **Budget Status Financial Report for December 2009, February 2010 & March 2010.**
Bob Heimann, Information Services Director, introduced himself to new committee members. He reported that the department ended year 2009 sound, with carryovers over to 2010. Both February and March are on target.

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

24. **Director's Report.**

Heimann referred to his written report in packet material relative to ordering equipment for ADRC and Child Support, along with hardware/software for the new Disaster Recovery Plan.

In addition, Heimann addressed concerns relative to a professional credit company looking at personal credit information. A final report was received and a presentation made to all directors who deal with credit cards. The report showed where the County is today in regards to credit card compliance and where the law says they should be. The gap was identified and a team will be created to deal with this issue.

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Dept. of Administration

25. **Budget Status Report for February 28, 2010.**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

26. **2010 Budget Adjustment Log and Grant Application Approval Log.**

Motion made by Supervisor Theisen and seconded by Supervisor Tumpach to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

27. **Budget Adjustment Request (#10-39): Increase in expenses with offsetting increase in revenue.**

Jayme Sellen explained this item refers to casualty insurance

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

28. **Director's Report.**

Jayme Sellen reported that a Purchasing Manager has been hired, in addition to a Finance Manager. The position of Finance Director was offered to the current DOA in Fond du Lac County. Although she will take a pay cut, she has agreed to take the position and confirmation will be before the Board at their May 19th meeting.

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Child Support

29. **Budget Status Financial Report for February, 2010.**

Jackie Sharping introduced herself as the Administrator of the Child Support Agency. She informed the committee that after she prepared the 2010 budget, the State adopted a new situation regarding a decrease in the collection of a \$25 fee application. She is considering proposing a resolution to charge for services that the County does not get paid for. Other counties have adopted such a resolution and she is reviewing those at this time.

Motion made by Supervisor Krueger and seconded by Supervisor Tumpach to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Corporation Counsel No agenda items.

Other

30. **Reappoint Committee Members to Facility Master Plan Subcommittee (Supervisors Andrews, Krueger, Fleck and Wetzel).**

Motion made by Supervisor Theisen and seconded by Supervisor Schuller to reappoint Supervisor Andrews, Krueger, Fleck and Wetzel to Facility Master Plan Subcommittee. Vote taken. MOTION CARRIED UNANIMOUSLY.

31. **Audit of Bills.**

Motion made by Supervisor Theisen and seconded by Supervisor Krueger to pay the bills. MOTION CARRIED UNANIMOUSLY.

32. **Such other Matters as Authorized by Law. None**

Motion made by Supervisor Krueger and seconded by Supervisor Theisen to adjourn at 9:05 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein/Rae Knippel
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 19, 2010
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Vice Chair, Paul Kendle, Rich Aicher, Tom Diedrick

MEMBERS EXCUSED: Darlene Hallet- Chair.

MEMBERS ABSENT: None.

OTHERS PRESENT: Rob Strong, Robyn Hallet, Noel Halvorsen, DonElla Payne, Matt Roberts, Chip Law, Matt Schampers, Ryan Frea, Jason Weier

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 15, 2010, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes from March 15, 2010, meeting of the Brown County Housing Authority as presented. Motion carried.

2. Approval of the minutes from the special March 23, 2010, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by P. Kendle, to approve the minutes from the special March 23, 2010, Brown County Housing Authority meeting as presented. Motion carried.

COMMUNICATIONS:

3. March 31, 2010 notice from HUD regarding Administrative Fee Funding for HCV Family Self Sufficiency Program Coordinator Salaries.

R. Hallet indicated that this communication will be further discussed in a later agenda item, but it is present as a communication so the Authority is aware of its receipt. This communication indicates the funding from HUD of \$90,308 for salary and benefits for two FSS Coordinator positions for one year.

D. Payne introduced two new ICS staff: Ryan Frea, Finance Assistant and Jason Weier, Multi-program Specialist.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program (March)

- A. Preliminary Applications

- D. Payne stated that there were 165 preliminary applications for March 2010.

- B. Housing Assistance Payments

- D. Payne stated that the HAP for March was \$1,019,257.00

- C. Housing Assistance Unit Count

- D. Payne stated that the unit count for March was 2,766.

- D. Housing Quality Standard Inspection Compliance

- M. Roberts stated that for March the initial pass rating was 42.05%, the reinspection rating was 24.45%, and the fail rate was 33.5%.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B

- C. Law stated that through March, we are \$2,603.47 under budget.

- F. Portability Activity

D. Payne stated that there were 44 port-outs in March in the amount of \$35,293.00, and 22 port-ins in the amount of \$9,030.00. In March, one port-in was absorbed.

G. SEMAP Monitoring Report

D. Payne stated that there are no issues with the SEMAP scoring, and the BCHA remains a high performer.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.

D. Payne stated that there were 99 clients in March. There were 40 escrow accounts throughout March. There were 3 graduates in March. There was one new contract established.

I. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there were 100 homeowners in March.

J. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

D. Payne stated that there was 1 investigation that remained opened from previous months. It has since been closed as substantiated.

R. Strong clarified that the report on portability activity is now being included at the request of the Administrative Committee of the Brown County Board.

M. Welch asked if these port numbers are typical. D. Payne responded that the number for port-outs is generally around 30 and 25 is average for port-ins.

P. Kendle asked if port-ins go thru the same screening as other applicants. D. Payne responded that they do and clarified that they are absorbed into our program after 12 months.

P. Kendle asked how often we deny people who are trying to port in. D. Payne responded that she couldn't give a number off-hand but knows that does occur every month.

T. Diedrick asked if we knew how many were in-state port-ins. D. Payne responded that we do not have such data.

R. Strong reiterated that there are just as many people porting in as porting out, therefore the numbers do not show that people are coming here just to get a voucher and then are leaving.

OLD BUSINESS:

None.

NEW BUSINESS:

5. Approval of revisions to Chapter 1 (Overview) of the Housing Choice Voucher Administrative Plan.

D. Payne stated that the BCHA is reviewing the entire administrative plan to ensure consistency. D. Payne indicated that there are only two significant changes. The first is on page 1, indicated in red, which adds the acronym "ACC" after "Annual Contributions Contract" to clarify its meaning. The second is on page 2, again indicated in red, and is updating the name change of ICS to Integrated Community Solutions.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the revision made to Chapter 1 of the Housing Choice Voucher Administrative Plan. Motion carried.

6. Approval of revision throughout Administrative plan to change "disabled person(s)" to read "person(s) with disability".

D. Payne stated that this is a change that would need to be made throughout the entire plan. The Tenant Advisory Council recommended making this change.

A motion was made by P. Kendle, seconded by R. Aicher, to approve the revision to change "disabled person(s)" to read "person(s) with disability". Motion carried.

7. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2010.

D. Payne indicated that this is the time of year when the utility allowances are updated to ensure utility allowances are where they are suppose to be. The formula is provided by HUD. R. Hallet indicated that all allowances increased, most only slightly. D. Payne indicated that these allowances will be effective July 1, 2010.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the proposed Utility Allowances, effective July 2010. M. Welch abstained. Motion carried.

R. Aicher requested that in the future the degree and direction of the change to Utility Allowances be indicated for the Authority's benefit.

8. Discussion and possible action regarding Family Self Sufficiency Homeownership Coordinator funding.

D. Payne handed out two items. These items explain that one FSS positions did not receive HUD funding this year, which has been consistent with other PHAs across the country. ICS is requesting to utilize the reserves to cover the funding for this one position. D. Payne indicated that HUD is going back to the grant process to renew FSS Coordinator funding instead of distributing it as administrative fees as they had planned.

D. Payne explained that they have tightened up the FSS program this year. As the graphs demonstrate, they have tremendously increased the number of graduates from the FSS Program in the last 15 months, they have eliminated FSS orientations and they have 50 on the waiting list to join FSS, which Coordinators are seeing as fast as they can at 5-10 new clients per month.

C. Law clarified that the funding that the Authority had approved to be paid out of reserves last month for Coordinators will go back to the Authority since HUD has now approved the funding and ICS is just short one position. So it is the \$68,925 in reserves that ICS is requesting to be used for the unfunded position.

P. Kendle asked how much activity there is now in the Homeownership Program. D. Payne responded that there are not a lot of new clients right now, but because Homeownership is now connected to Family Self Sufficiency, there is a lot extra case management provided to the homeowners now. ICS has sought private funding to cover expenses of extra activities.

R. Aicher indicated that with \$68,000 in reserves, it won't carry a \$40,000 position for too long and unless there is renewed emphasis, based on budgetary constraints, this situation may not improve. D. Payne indicated that it's hard to predict what HUD will do with funding, but that HUD is reviewing other options at this point because they would like to see the funding renewed and that is the reason they are going back to the grant process. She indicates that HUD has done this before, where a position has been cut and then was later refunded.

T. Diedrick says a positive sign is that there has been a lot of legislative support for HUD programs.

R. Strong asked if the \$68,925.00 in FSS reserves can only be used for the FSS program. D. Payne affirmed that the only area in which the reserves can be used for is salaries. She further explained that they are going to be applying for private grants as well, in case the funding from HUD doesn't go back up.

A motion was made by R. Aicher, seconded by P. Kendle, to approve \$40,483.00 from the FSS reserves to be used for the FSS Homeownership Coordinator position. Motion carried.

R. Strong explained that according to M. Schampers, about \$6500 has gone into the FSS reserves last year, so there is some money going into it.

9. Review and approval of BCHA Commercial Liability Renewal Proposal.

R. Hallet stated that the insurance for Brown County is due to be renewed. The only change being proposed is removing the *Non-Owned and Hired Auto Liability Insurance*, which is because the first insurance to be used if there is an accident is that automobile's insurance. Both the Housing Authority Insurance Group and Brown County, who holds the liability coverage for the vehicle, agreed that the Non-owned and Hired Auto insurance is unnecessary.

R. Aicher stated that as long as the advice is being received from the experts, and they recommend dropping it, we should drop it.

M. Welch asked how often the BCHA reviews alternatives. R. Hallet indicated that this type of insurance was added in 2008. R. Strong indicated that the BCHA should probably, every three to four years, review other alternatives.

A motion was made by P. Kendle, seconded by T. Diedrick, to approve the BCHA Commercial Liability Renewal Proposal, minus the Non-Owned and Hired Auto Liability Insurance. Motion carried.

10. Discussion and possible action regarding Mutual Housing Association's request that MHA retain the repaid HOME funds currently accumulated as well as anticipated collections through December 31, 2010.

R. Hallet introduced and welcomed Noel Halvorsen. N. Halvorsen reminded the Authority that a few years ago the MHA repaid to the Authority about \$142,000 in repaid HOME funds and subsequently asked for some money back to be used for other projects, to be granted or loaned out. There are still three outstanding loans which have payments coming in, to which the banks that are collecting the payments are paying to MHA quarterly. MHA has asked NeighborWorks® Green Bay to assume ownership of its multifamily rental portfolio, which they are in the process of working on. Aside from some miscellaneous cash, these three outstanding loans are the only assets on the books for MHA. After MHA transfers their holdings and associated liabilities to NeighborWorks® Green Bay, they won't have any money left for their operational costs, final audits and other expenses if and when MHA is dissolved. N. Halvorsen stated that currently there is \$30,000 collected from these repaid loans, with another \$10,000 coming in this year. The MHA is looking to retain these monies for operational and other final expenses, which could be considered as administrative fees that have never been taken, which under the grant agreements, MHA, as a CHDO could have collected.

P. Kendle questioned whether there were restrictions on this money - can the money be used in this fashion? R. Hallet confirmed that she has located the contracts which outline that a CHDO could take a percentage as operating expenses, so we could view this money that MHA is requesting to retain as operating expenses that they have not previously collected.

P. Kendle questioned if the Authority is capable of controlling how these monies are spent, that instead of allowing MHA to use it as they see fit, that the Authority could ask MHA to come back to request the money for specific uses, such as an closing expenses.

R. Aicher asked if the borrowers are current on these loans. N. Halvorsen responded in the affirmative.

P. Kendle questioned what would happen if the Authority decided against allowing the MHA to retain the funds. N. Halvorsen stated that the MHA would be in a cash shortfall and be unable to pay obligations. P. Kendle indicated that it would just be more reassuring to be able to have some sort of control over how the monies are being spent and that such expenses make sense. R. Aicher and T. Diedrick agreed.

R. Strong suggested that the MHA should provide some type of budget to the Authority indicating the types of expenses they anticipate, which the Authority could authorize but that if additional expenses come up, MHA could come back to the Authority for approval to pay for those activities.

N. Halverson reiterated that it is within the Authorities right to allow MHA to retain the money as previously uncollected administrative fees.

R. Aicher stated he preferred to see the budget instead. P. Kendle concurred. M. Schampers suggested that the budget also indicate how much cash MHA has so that the Authority has an idea of how much MHA needs.

As directed, N. Halverson indicated that he could return the next meeting with a budget breakdown for the Authority and also with a plan for how future repaid funds could be used.

INFORMATIONAL:

11. Update on staff attendance at Brown County Administrative Committee meeting on March 25, 2010.

R. Hallet indicated that she, R. Strong, and M. Schampers attended the Brown County Administrative Committee meeting. As expected, answering a few questions opened the door to many other questions, including portability questions and a request for a comparison of how many vouchers exist in other similarly sized communities. R. Hallet indicated that she and R. Strong will be attending the next Administrative Committee meeting on April 29, 2010, to follow up with particular requests. They are nearly finished with compiling the information regarding vouchers in comparable communities and, not surprisingly, Brown County does have more vouchers, but we have far fewer units of other assisted housing, so when one looks at the total assisted housing in a community, we are right in the mix with other communities.

M. Welch stated that this was a conscious decision years ago.

R. Strong reiterated that we recognize that we do have more vouchers, which is due to our piloting the program; but when added with other assisted housing, we fit in with the average. He stated that vouchers are preferable to publicly owned housing. By choice, Green Bay only has 50 units of scattered site family public housing and that those units were specifically chosen as some of the worst units and were rehabbed and made as some of the nicest houses.

BILLS:

R. Hallet explained that both March and April's bills are included since they were erroneously excluded at last month's meeting. However, since the March bills were not closed out, they reappeared on April's report. M. Schampers clarified that although some bills are listed twice, they will not be duplicated in payment.

A motion was made by T. Diedrick, seconded by P. Kendle, to approve both March and April bills as presented. Motion carried.

FINANCIAL REPORT:

A motion was made by R. Aicher, seconded by P. Kendle, to accept the financial report as submitted. Motion carried.

STAFF REPORT:

12. Introductions of new ICS staff

M. Welch indicated that introductions were made earlier in the meeting.

13. Confirmation from auditors that if staff prepares financial statements, this alleviates the finding on previous audits.

M. Schampers stated that after discussing the matter with a Schenk representative, the Authority would not having this finding going forward if we prepare our own statements, which we are doing.

14. Update on creation of limited term fulltime position to assist Housing Administrator.

R. Hallet stated that as per the previous meeting, the Authority approved this position. The Green Bay Housing Authority has also approved their contribution of funds to this position, Human Resources have completed their review process, and the next step is for the Personnel Committee to review this proposed position. This meeting will be held April 27, 2010. The position will be posted shortly thereafter.

R. Strong indicated that by May 4th the Council should have adopted it.

R. Strong also informed the Authority that Keith Pamperin was recognized in the University of WI – Green Bay alumni magazine as having the new residential hall named after him.

R. Aicher asked if anything further was heard from Freedom House. R. Hallet explained that we have heard very little back from them other than one question asking if the Authority would help pay their mortgage payment, but they were informed that that was not a directive that the Authority had previously made.

R. Aicher expressed his disappointment with a recent experience with Freedom House. He explained a friend of his, experienced in sales and marketing, was looking for a volunteer activity utilizing his skills and R. Aicher referred him to Freedom House. He felt his experience could help Freedom Housing to formulate and follow through on a plan for improving their organization. Ultimately, this individual was offered a volunteer position stocking in a warehouse, which would not make use of his skills. T. Diedrick and R. Aicher indicated they heard that attendance at Freedom House's recent fundraiser at the Tundra Lodge was not high.

M. Welch adjourned the meeting at 4:15 p.m.

:naa

Brown County Housing Authority
List of Bills
March 15, 2010

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
Green Bay City Treasurer (Jan 10, Purchasing Card)	9.80
Green Bay City Treasurer (Jan 10, Printing & Postage)	51.92
Vande Castle S.C. (Legal Services - Fraud Recovery)	200.00
Green Bay City Treasurer (Computers)	1,419.00
80-81 CDBG Program:	
84 CDBG Program:	
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 1,680.72

**Brown County Housing Authority
List of Bills
April 19, 2010**

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
Vande Castle S.C. (Legal Services - Fraud Recovery)	200.00
Green Bay City Treasurer (Computers)	1,419.00
Green Bay City Treasurer (Jan 10, Printing & Postage)	51.92
Green Bay City Treasurer (Jan 10, Purchasing Card)	9.80
Green Bay City Treasurer (Feb 10, Printing & Postage)	142.67
Vande Castle S.C. (Legal Services - Fraud Recovery)	420.00
Vande Castle S.C. (Legal Services - Fraud Recovery)	18.00
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	4,318.37
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	4,605.24
80-81 CDBG Program:	
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	142.03
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	249.05
84 CDBG Program:	
Green Bay City Treasurer (Jan 10, Salaries & Fringes)	25.74
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	8.10
WHNCP Program:	
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	8.10
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
Green Bay City Treasurer (Feb 10, Salaries & Fringes)	23.80
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	\$ 11,641.82

Brown County Housing Authority

Status of Reserves

4/14/2010

Preliminary

Unrestricted Reserves:

Sec 8 Conversion Program	-
80-81 CDBG Program	711,942.64
WHNCP	99,259.27
Revenue Bond	596,414.13
WHEDA	57,184.55
Total Unrestricted Reserves	1,464,800.59

Restricted Reserves:

Sec. 8 Voucher Program	1,868,057.01
Sec. 8 Homeownership	127,503.58
84 State CDBG Program	55,554.55
Rental Rehab Program	3,961.13
HCRI Program	176,500.44
HOME Program	139,430.00
Total Restricted Reserves	2,371,006.71

Brown County Housing Authority
Status of Section 8 Funds
As of 4/14/10

Account Description	Conversion		Vouchers	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE				
HUD Section 8 Income			\$ 4,410,116.00	\$ -
HUD Rent Fee Income			\$ 472,499.00	\$ -
HUD FSS/Home Ownership Coard Inc			\$ -	\$ -
Other Income - Grant			\$ -	\$ -
Interest on General Fund Inv.			\$ 230.69	\$ -
Interest on Investments			\$ 62.92	\$ -
Interest - ICS HAP			\$ -	\$ -
Interest - ICS HAP			\$ -	\$ -
TOTAL REVENUE			\$ 4,912,247.61	\$ -
EXPENSES				
Administrative Salaries			\$ 3,608.16	\$ -
Legal Fees			\$ -	\$ -
Staff Training			\$ -	\$ -
Travel			\$ -	\$ -
Accounting & Audit Fees			\$ 150.21	\$ -
Audit Fees - ICS			\$ 106.91	\$ -
Postage			\$ 18.24	\$ -
Office Supplies			\$ 50.00	\$ -
Memberships			\$ 61.88	\$ -
Telephone			\$ -	\$ -
Supplies/ Admin. Miscellaneous			\$ 3.83	\$ -
Contract Costs			\$ 17,263.15	\$ -
Contract Costs - ICS Voucher			\$ 2,809.97	\$ -
Contract Costs - ICS FSS/Home			\$ 4,080,800.30	\$ -
Contract Costs - ICS FSS/			\$ -	\$ -
Fringe Benefits			\$ -	\$ -
HOUSING Section 8 Homeownership Counseling			\$ -	\$ -
Housing Assistance Payments			\$ -	\$ -
Depreciation Expense			\$ 2,500.01	\$ -
Admin Sal - Fraud			\$ 1,160.00	\$ -
Finance Bank - Fraud			\$ -	\$ -
Legal - Fraud			\$ -	\$ -
Miss - Fraud			\$ -	\$ -
Prior Period Adjustment			\$ -	\$ -
TOTAL EXPENSES			\$ 4,657,425.37	\$ -
SURPLUS				
Reserved Surplus - 12/31/09			\$ -	\$ -
Other Income from homeownership			\$ -	\$ -
Reimbursed for Section 8 Housing Assistance			\$ 394,894.87	\$ -
Provision for Reserve			\$ 1,663,057.01	\$ -
TOTAL SURPLUS			\$ 2,057,951.88	\$ -
			ICS	BCHA
Reserved Surplus - Home Ownership			\$ 127,533.58	\$ 127,533.58
Held at ICS - HAP surplus			\$ -	\$ 985,555.77
Held at BCHA - Admin Res Surplus 12/31/09			\$ 30,908.61	\$ 10,285,442.56
Held at BCHA - ICS res surplus - 12/31/09			\$ -	\$ 65,162.77
Held at BCHA - FSS ICS - 12/31/09			\$ 6,434.15	\$ 41,511.97
FSS Escrow			\$ 37,422.96	\$ 62,491.74
			TOTAL SURPLUS	HELD @ ICS
			\$ 2,057,951.88	\$ 1,349,648.73
			\$ 100,884.24	\$ 100,884.24
			\$ 138,307.20	\$ -

Credit balances in the Reserved Surplus account shall be available for use by the PHA for projects other than HAP projects and for other enterprises of the PHA, if permitted by State and local law. Please refer to HUD Handbook 7420.6, Chapter 2, Page 14, and Annual Contributions Contract, Section 12, Administrative Fee Reserve.

Pursuant to Section IV, Part A., of the Section 8 contract between Integrated Community Services and the Brown County Housing Authority, a separate reserve may be accumulated and held by Integrated Community Services for future funding of cumulative obligations of the Section 8 Program. ICS receives all HUD funds for housing assistance payments, all preliminary administration and 97.5% of regular administration. ICS may deduct from these funds all housing assistance payments paid or committed and actual and allocated costs for administration. All excess funds will be held in the separate reserve. ICS may not without the consent of the Brown County Housing Authority withdraw administration amounts in excess of the amount allowable by HUD for the twelve month period. Amounts due and owing to ICS shall not exceed the cumulative amount allowable by HUD in housing assistance payments, preliminary administration and regular administration. Upon termination of this agreement, the net amount, if any, shall be returned to the Housing Authority. This balance is a part of the BCHA's reserved surplus.

Brown County Housing Authority
Status of Funds
As of 4/14/10

Account Title 80-81 CDBG YTD Actual Annual Budget

REVENUE

53.00.002 Housing Rehab Program	\$	494.37	\$
53.00 xx Interest	\$	1,819.15	\$
53.00 xx Loan Repayments	\$	2,013.52	\$
TOTAL REVENUE			

EXPENSES

53.00 xx Contract Costs			
53.00 00 NHS Section 8 Homeownership Counsel *1			
53.00 00 Landlord Training	\$	-	\$
53.00 xx FSS - Merit Awards/Log Books	\$	-	\$
53.00 01 Administration	\$	391.08	\$
53.00 xx Staff Training	\$	-	\$
53.00 xx Audit	\$	-	\$
53.00 xx Printing	\$	-	\$
53.00 xx Publications	\$	-	\$
53.00 xx Miscellaneous	\$	-	\$
53.00 xx Employee Benefits	\$	-	\$
53.00 00 Depreciation Expense	\$	-	\$
53.00 xx Acq/Rehab/Resale - Impact Nbrhd Loans	\$	-	\$
53.00 xx Contract Costs - Administration	\$	-	\$
53.00 xx Equipment	\$	-	\$
TOTAL EXPENSES	\$	391.08	\$

SURPLUS

Reserved Surplus - 12/31/09		710,328.20	0.00
Provision for Reserve		1,622.44	0.00
TOTAL SURPLUS		711,950.64	0.00

The credit balance in the reserve account may be used according to the regulations regarding the re-use of program income. A copy of Federal Regulations regarding this program during the contract period needs to be located. Verbal correspondence with William Maask indicates that the funds would be available for activities allowable by State and Local law.

*1 - Budgeted for 49 Conversion; minutes indicated should be from 80 - 81 CDBG

**Brown County Housing Authority
Status of Funds
As of 4/14/10**

ACCOUNT TITLE	YTD Actual	84 CDBG	Annual Budget
REVENUE			
54 00 01 Interest on Investments		38.48	
54 00 02 Deferred Payment Loan Program			
TOTAL REVENUE		38.48	
EXPENSES			
54 00 01 Administration			
54 00 xx Salaries and Wages		18.15	
54 00 xx Audit			
54 00 xx Miscellaneous			
54 00 xx Contract Cost - Administration			
54 00 xx Employee Benefits		15.69	
54 00 01 Miscellaneous			
54 00 21 Repap of Prop - Sec 8 HO			
54 00 21 NHS, Section 8 Home Ownership			
TOTAL EXPENSES		33.84	
SURPLUS			
Reserved Surplus - 12/31/09		55,549.91	55,549.91
Provision for Reserve		4.64	
TOTAL SURPLUS		55,554.55	55,549.91

The credit balance in the reserve account shall be used to make additional housing rehabilitation loans, in accordance with the procedures of Grantee's Housing Procedures Manual. Should the Grantee decide, at any time following the grant close-out, to discontinue its housing programs, it further agrees to return the balance plus and future repaid CDBG funds and the interest earned thereon, to the Department within ten working days from the end of each calendar year. Designated target areas for this grant include the Village of Pulaski, Howard, Denmark and the Town of Humboldt.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	WHNCP	Annual Budget
REVENUE			
55 00 02 Housing Rehab Program			
55 00 xx Interest	68.63		-
TOTAL REVENUE	68.63		-
EXPENSES			
55 00 01 Administration			
55 00 xx Salaries and Wages	6.80		-
55 00 01 Staff Training			0.00
55 00 xx Audit			-
55 00 01 Misc			0.00
55 00 xx Employee Benefits	1.50		-
55 00 02 Housing Rehab Program			0.00
55 00 12 Navarino Adopt a Block Project			
55 00 15 610 Mather Street			
55 05 00 Langan Contract			
Fraud & Criminal Exp Costs			
Criminal Background Investigations			
Expense Costs			
Mileage Reimbursement			
TOTAL LANGAN CONTRACT	8.10		-
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus 12/31/09	99,198.74		99,198.74
Provision for Reserve	60.53		0.00
TOTAL SURPLUS	99,259.27		99,198.74

The credit balance in the reserve account shall be used for additional deferred payment loans, or other housing related activities if the sponsor is not actively involved in housing rehabilitation at the time the loan is repaid.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	Rental Rehab	Annual Budget
REVENUE			
56 00 01 Interest on Investments		2.74	
56 00 02 Rental Rehabilitation			
TOTAL REVENUE		2.74	
EXPENSES			
56 00 01 Administration			
56 00 01 Miscellaneous			
56 00 02 Rental Rehabilitation			
56 00 xx Audit			
56 00 04 New Franken Rd			
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus 12/31/09		3,958.39	3,958.39
Provision for Reserve		2.74	
TOTAL SURPLUS		3,961.13	3,958.39

The credit balance in the reserve account is subject to all the requirements for the program listed in 24 C.F.R. 511.10 and 511.11. Program income may not be used for administrative expenses. Program income may be used for providing rental assistance to lower-income tenants in properties rehabilitated through WRRP.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	Revenue Bond	Annual Budget
REVENUE			
57 00 00 3610 Interest on General Fund Inv.	412.28		
57 00 00 xxxx Bond Fees			
TOTAL REVENUE	412.28		
EXPENSES			
57 00 00 4110 Salaries & Wages	19.39		
57 00 00 4170 Accounting & Auditing			
57 00 00 4199 Sundry Admin. Miscellaneous			
57 00 00 4430 Contract Costs			
57 00 00 4540 Employee Benefit Contributions	4.41		
57 00 00 xxxx Automobile			
57 00 00 4800 Depreciation Expense			
57 00 02 5190 Special Development - Home Ownership Center			
TOTAL EXPENSES	23.80		
SURPLUS			
Reserved Surplus - 12/31/08	596,025.65		596,025.65
Provision for Reserve	388.48		
TOTAL SURPLUS	596,414.13		596,025.65

The credit balance in the reserve account is subject to State and Local laws on use of public funds.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	YTD Actual	WHEDA	Annual Budget
REVENUE			
58-00-01 WHEDA Grant			
58 00 xx Interest		36.99	
58-00-xx Loan Repayments		149.42	
TOTAL REVENUE		186.41	
EXPENSES			
Audit Fees			
Misc			
TOTAL EXPENSES			
SURPLUS			
Reserved Surplus-12/31/09		56,998.14	56,998.14
Provision for Reserve		186.41	
TOTAL SURPLUS		57,184.55	56,998.14

The credit balance in the reserve account has the following restriction: In the event that within a 10-year period following the contract expiration date, September 30, 1988, the project is sold or converted to a use other than that stated in the grant application, or which has not been previously authorized by WHEDA, the Grantee agrees to repay THE WHEDA Foundation, Inc. the lessor of the original grant award or the gain realized from the sale or conversion of the project.

**Brown County Housing Authority
Status of Funds**

Account Title	YTD Actual	HCRI	Annual Budget
REVENUE			
State Revenue			
Loan Repayments			
Interest on Investments	124.79		
TOTAL REVENUE	<u>124.79</u>		<u>-</u>
EXPENSES			
Salaries and Wages			
Employee Benefit Contributions			
Audit Fees			
Misc			0.00
Rent Assistance			
Security Deposit Assistance			
Down Payment Assistance			
Closing Cost Assistance			
TOTAL EXPENSES	<u>-</u>		<u>-</u>
SURPLUS			
Reserved Surplus - 12/31/08	176,375.65		176,375.65
Provision for Reserve	124.79		-
TOTAL SURPLUS	<u>176,500.44</u>		<u>176,375.65</u>

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 4/14/10

	Rental Energy Program	
Account Title	YTD Actual	Annual Budget

REVENUE

Loan Repayments

Interest on Investments

TOTAL REVENUE

-

EXPENSES

Audit Expense

Misc

TOTAL EXPENSES

-

SURPLUS

Reserved Surplus- 12/31/09

49,308.23

49,308.23

Provision for Reserve

-

TOTAL SURPLUS

49,308.23

49,308.23

The credit balance in this reserve account shall be used for low-income housing purposes consistent with this agreement. If at anytime changes in the use of program income are considered, the contractor will submit to the Department for approval a plan detailing the proposed uses of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

Brown County Housing Authority
Status of Funds
As of 4/14/10

ACCOUNT TITLE	70 1999 HOME		73 Repaid MHHA		74 Repaid CHDO Qual	
	YTD Actual	Annual Budget	YTD Actual	Annual Budget	YTD Actual	Annual Budget
REVENUE						
HOME Revenue						
State Revenue						
Loan Repayments						
TOTAL REVENUE	-	-	-	-	-	-
EXPENSES						
Administration						
Audit Expense						
Acquisition/Rehabilitation						
Home Buyer Assistance						
TOTAL EXPENSES	-	-	-	-	-	-
SURPLUS						
Reserved Surplus 12/31/09	17,310.00		25,230.00		114,200.00	
Provision for Reserve	-	-	-	-	-	-
TOTAL SURPLUS	17,310.00		25,230.00		114,200.00	

The credit balance in this reserve account is subject to all requirements for the program listed in 24 CFR 92. The contractor must certify that all program income will be recorded and will be used for low-income housing purposes consistent with this Contract. If at any time changes in the use of program income are considered, the Contractor will submit to the Department for approval a plan detailing the proposed use of program income. Should the Contractor decide, following grant closeout, to discontinue using program income for such purposes, it further agrees to return the program income balance, and any additional program income accrued, to the Department within 30 working days from the end of each calendar year.

BUDGET ADJUSTMENT REQUEST

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.4100	DA General – Property Tax	12,500
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.024.016.4100	Victim Wit – Property Tax	12,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.016.4302	Victim Wit – State Grant Rev	12,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.4601.012	DA General – Sales Copy Mac	600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5100	DA General – Regular Earnings	3,800
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.024.001.5700	DA General – Contracted Services	25,700
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.024.001.5782.100	DA General – Exp Witness	5,400
	<input checked="" type="checkbox"/>	100.024.001.5300.004	DA General – Supplies Postage	1,650
<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Fund Balance Applied		9,350

Narrative Justification:

2009 The DA's office is over budget in temporary replacement help and contracted services-law intern due to medical leave, a retirement and a vacated position. Professional services is over budget due to greater than anticipated request for transcripts of court hearings, medical record requests, translators, subpoenaed bank records and storage of a vehicle as evidence for trial. Paper Service is over budget due to an increase in motion hearings and jury trials. Telephone service is over budget due to higher than anticipated use of the cellular phone used to assist victims and witness during court proceedings. The additional motion hearing and jury trials equates to coordinating more victims and witnesses for these proceedings.

AUTHORIZATIONS

John P. Zakowski
Signature of Department Head
Department: District Attorney
Date: 2/22/10

Jim Murray
Signature of Executive
Date: 2/23/10

OK
APR 23/10

Brown County
Child Support
Budget Status Report

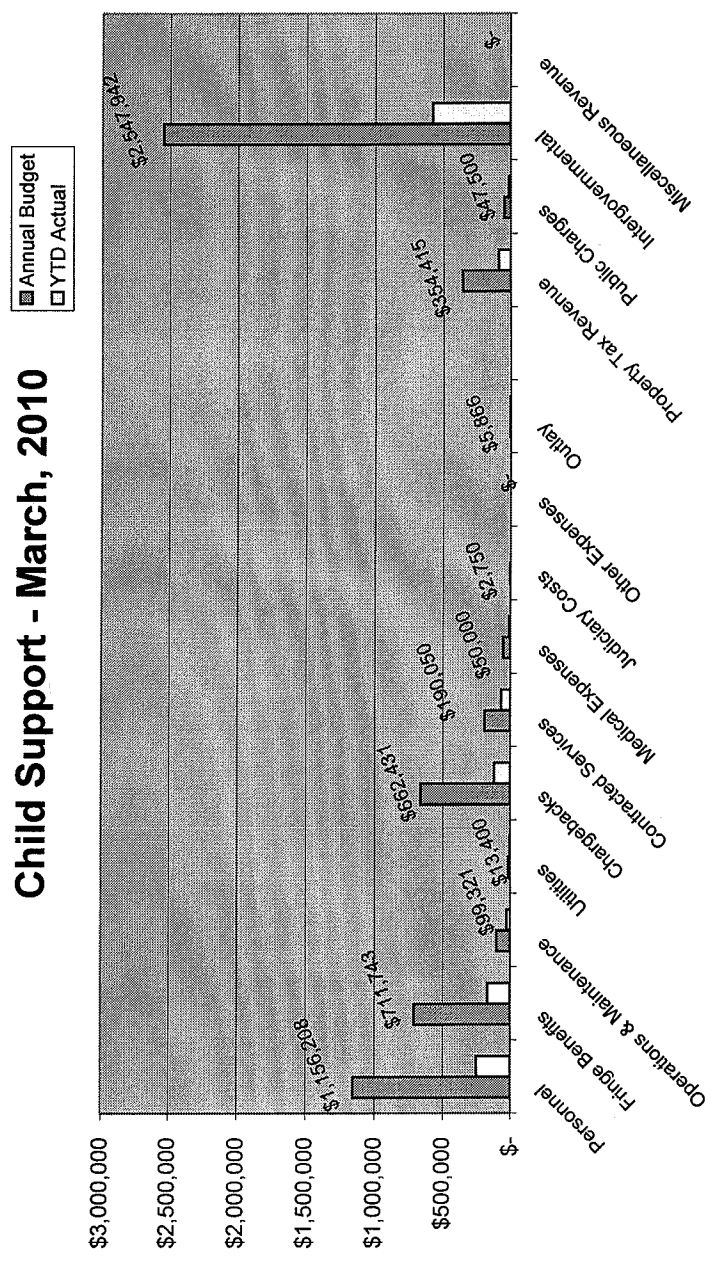
March-10

	Annual Budget	YTD Actual
Personnel	\$ 1,156,208	\$ 250,400
Fringe Benefits	\$ 711,743	\$ 169,762
Operations & Maintenance	\$ 99,321	\$ 27,173
Utilities	\$ 13,400	\$ 1,399
Chargebacks	\$ 662,431	\$ 119,750
Contracted Services	\$ 190,050	\$ 67,033
Medical Expenses	\$ 50,000	\$ 8,770
Judiciary Costs	\$ 2,750	\$ 90
Other Expenses	\$ -	\$ -
Outlay	\$ 5,866	\$ 5,482
Property Tax Revenue	\$ 354,415	\$ 88,603
Public Charges	\$ 47,500	\$ 10,987
Intergovernmental	\$ 2,547,942	\$ 576,976
Miscellaneous Revenue	\$ -	\$ -

HIGHLIGHTS:

Savings have been realized in most expenditure categories; child support funding is based on federal fiscal year beginning 10/1.

Child Support - March, 2010



Child Support Agency March 2010 Summary Budget Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior YTD Total
Fund: 210 - Child Support									
Revenues									
PTX - Property taxes	354,415.00	0.00	354,415.00	29,534.58	0.00	88,603.74	265,811.26	25%	109,197.00
IGV - Intergovernmental	2,461,527.00	86,415.00	2,547,942.00	291,935.92	0.00	576,976.56	1,970,965.44	23%	474,602.55
CSS - Charges for sales and services	47,500.00	0.00	47,500.00	4,520.90	0.00	10,987.31	36,512.69	23%	14,855.41
MRV - Miscellaneous revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$325,991.40	\$0.00	\$676,567.61	\$2,273,289.39	23%	\$598,654.96
Expenditures									
PER - Personnel services	1,156,208.00	25,272.00	1,181,480.00	89,465.15	0.00	250,400.18	931,079.82	21%	250,518.97
FBI - Fringe benefits and taxes	711,743.00	1,933.00	713,676.00	57,713.35	0.00	169,762.18	543,913.82	24%	166,821.44
OPM - Operations and maintenance	76,860.00	25,578.00	102,438.00	5,396.83	100.75	27,173.11	75,164.14	27%	9,909.52
UTL - Utilities	13,400.00	0.00	13,400.00	20.39	0.00	1,399.59	12,000.41	10%	2,763.04
CHG - Chargebacks	662,431.00	8,266.00	670,697.00	21,608.75	0.00	119,750.08	550,946.92	18%	176,638.20
CON - Contracted services	190,050.00	17,500.00	207,550.00	41,514.68	0.00	67,033.43	140,516.57	32%	10,111.45
MED - Medical expenses	50,000.00	0.00	50,000.00	3,625.00	0.00	8,770.00	41,230.00	18%	18,169.00
JUD - Judiciary Costs	2,750.00	0.00	2,750.00	0.00	0.00	90.00	2,660.00	3%	1,261.25
OTH - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	3,924.72
OUT - Outlay	0.00	5,866.00	5,866.00	5,482.00	0.00	5,482.00	384.00	93%	0.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$224,825.95	\$100.75	\$649,860.57	\$2,297,895.68	22%	\$840,117.59
Revenue Total:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$325,991.40	\$0.00	\$676,567.61	\$2,273,289.39	23%	\$598,654.96
Expenditure Total:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$224,825.95	\$100.75	\$649,860.57	\$2,297,895.68	22%	\$840,117.59
Fund: 210 Net Total	\$0.00	\$2,000.00	\$2,000.00	\$101,165.45	(\$100.75)	\$26,707.04	(\$24,606.29)		(\$41,462.63)
Revenue Grand Total:	\$2,863,442.00	\$86,415.00	\$2,949,857.00	\$325,991.40	\$0.00	\$676,567.61	\$2,273,289.39	23%	\$598,654.96
Expenditure Grand Total:	\$2,863,442.00	\$84,415.00	\$2,947,857.00	\$224,825.95	\$100.75	\$649,860.57	\$2,297,895.68	22%	\$840,117.59
Grand Total:	\$0.00	\$2,000.00	\$2,000.00	\$101,165.45	(\$100.75)	\$26,707.04	(\$24,606.29)		(\$41,462.63)

BROWN COUNTY CHILD SUPPORT AGENCY

305 E. Walnut Street
4th Floor

Green Bay, WI

Mailing Address: P.O. Box 23600, Green Bay, WI 54305-3600

http://www.co.brown.wi.us/child_support/

TEL: (414) 615-2588

FAX: (920) 448-4101

TDD: (800) 947-3529

May 19, 2010

To: Administration Committee Members

From: Jackie Scharping
Administrator

Re: Request for Proposal for Process Service Provider
(#1404)

A Request for Proposal for Process Service Provider (hereinafter referred to as RFP) has been drafted for your review. A request is being made to approve the RFP and forward to the County Board for review and approval.

In accordance with Wisconsin Statutes, certain legal actions require personal service of documents on participants. This agency generates approximately 10-15 legal actions per day which require personal service. The sheer volume, need for consistency, and ease of the staff members dealing with only one provider is the most effective method of ensuring good service. The staff members and management are in daily contact with process servers due to changes in participants' location, employment, etc.

Historically, the agency has had contracts with area process servers for quite some time. The most recent contract ended April 6, 2010. The process server did not take the option to renew as allowed under the contract.

Please feel free to contact me if you have any further questions regarding this RFP.

Thank you.



June 16, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
CHANGE IN TABLE OF ORGANIZATION
CORPORATION COUNSEL

WHEREAS, the current Corporation Counsel table of organization includes one fulltime and two part-time Assistant Corporation Counsel; and

WHEREAS, the Assistant Corporation Counsel assists the Corporation Counsel in advising and representing the county in all civil, administrative and regulatory matters; guardianships for county hospital patients and certain juvenile matters; assists in administering the child support enforcement program; represents the public in mental health proceedings, child abuse and neglect cases in juvenile court and involuntary termination of parental rights cases; and

WHEREAS, due to the recent resignation of one part-time Assistant Corporation Counsel, the department has reviewed their current structure and is requesting to delete two part-time Assistant Corporation Counsel and create one fulltime Assistant Corporation Counsel; and

WHEREAS, the change in table of organization will allow complete accountability for the case load as well as ease of scheduling of court hearings for the courts system if one fulltime attorney is handling the caseload; and

WHEREAS, after a thorough review was completed by Human Resources in conjunction with Corporation Counsel, the following changes to the table of organization are recommended; and

WHEREAS, Human Resources and Corporation Counsel recommend the deletion of two (.5) FTE Assistant Corporation Counsel and the creation of 1.0 FTE Assistant Corporation Counsel which would result in two fulltime Assistant Corporation Counsel; and

WHEREAS, the Administration Committee and Executive Committee concur with the above proposed changes to the Corporation Counsel table of organization.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that it hereby approves the deletion of two (.5) FTE Assistant Corporation Counsel and the creation of 1.0 FTE Assistant Corporation Counsel in the Corporation Counsel table of organization.

Fiscal Impact: NONE

Respectfully submitted,

ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Submitted by Human Resources and Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: May 7, 2010

TO: Debbie Klarkowski
Human Resources Manager

FROM: Paula Kazik
Senior Human Resources Analyst

SUBJECT: Corporation Counsel – Change to Table of Organization

Introduction:

The Assistant Corporation Counsel assists Corporation Counsel in advising and representing the county in all civil, administrative and regulatory matters; guardianships for county hospital patients and certain juvenile matters; assists in administering the child support enforcement program. The Assistant Corporation Counsel represents the public in mental health proceedings (including protective placements and guardianships) child abuse and neglect cases in juvenile court and involuntary termination of parental rights cases.

The current Table of Organization for the Corporation Counsel Department has one fulltime Assistant Corporation Counsel and two part-time Assistant Corporation Counsel. Due to a recent resignation of one part-time Assistant Corporation Counsel, the Department has reviewed their current structure and is requesting to eliminate the two part-time Assistant Corporation Counsel and create one full-time Assistant Corporation Counsel which would result in two (2) Fulltime Assistant Corporation Counsel. The Change in Table of Organization will allow complete accountability for the case load as well as ease of scheduling of court hearings for the court system if one attorney is handling the caseload.

Recommendation:

The Human Resources Department is in support of the Departments request to change their Table of Organization which will result no fiscal impact.

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 287,082	\$ 66,771	\$ 55,689
Fringe Benefits	\$ 99,670	\$ 24,918	\$ 27,036
Operations & Maintenance	\$ 79,966	\$ 19,992	\$ 24,407
Utilities	\$ 2,500	\$ 625	\$ 272
Chargebacks	\$ 30,427	\$ 7,607	\$ 6,059
Contracted Expenses	\$ 36,000	\$ 9,000	\$ 6,710
Other	\$ 99,450	\$ 24,863	\$ 100,436
Total Expenses	\$ 615,095	\$ 153,774	\$ 220,609
Property Tax Revenue	\$ 1,675,000	\$ 418,750	\$ 724,664
Interest on Investments	\$ 1,465,500	\$ 366,375	\$ 323,084
Miscellaneous Revenue	\$ 61,300	\$ 15,325	\$ 20,776
Total Revenues	\$ 3,201,800	\$ 800,450	\$ 1,068,524
Net Levy Distribution	\$ 2,586,705	\$ 646,676	\$ 847,915

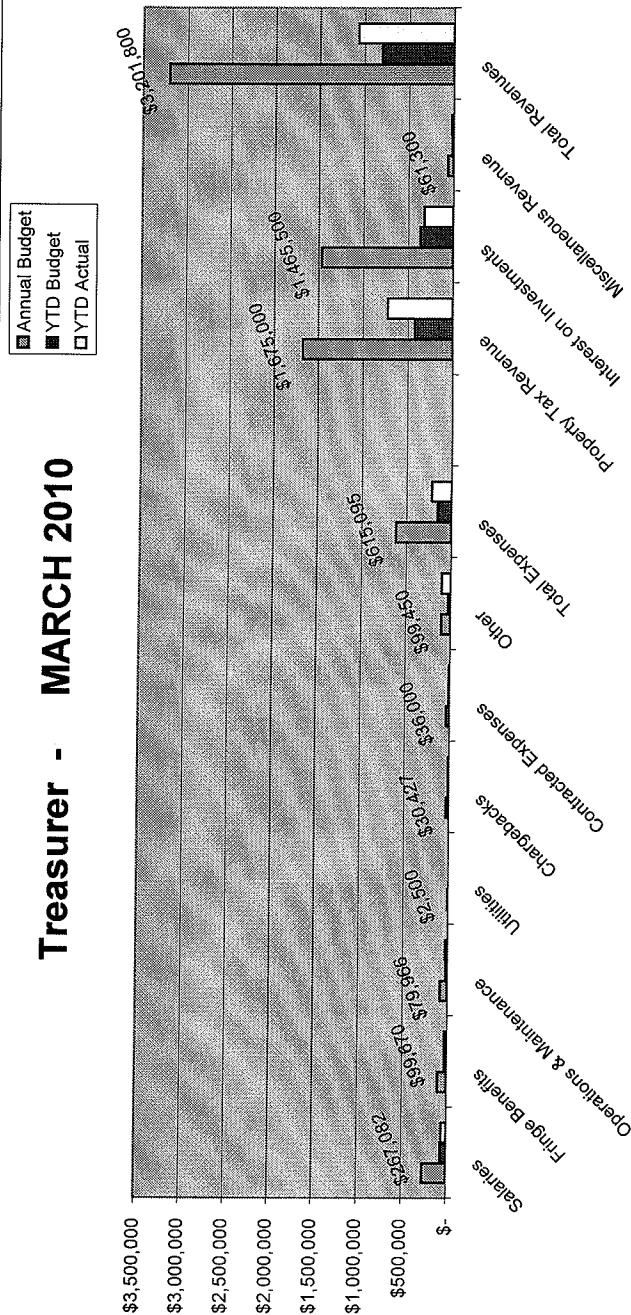
PLEASE NOTE:

Our interest income is considerably under budget. This is due to significant interest rate reductions by the Federal Reserve. We had forecasted that interest rates would have increased by this time.

Our expenditures are below budget.
We have a positive variance of **\$203,935**

\$ 201,239 POSITIVE BUDGET VARIANCE

Treasurer - MARCH 2010



PRODUCTION *Brown Co* PRODUCTION

March 2010 budget Financial Report

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GF									
Revenues									
PTX - Property taxes	(2,586,705.00)	0.00	(2,586,705.00)	(215,558.75)	0.00	(646,676.25)	(1,940,028.75)	25%	(3,413,393.00)
OTX - Other taxes	1,675,000.00	0.00	1,675,000.00	242,811.77	0.00	724,663.74	950,336.26	43%	2,044,670.26
ICS - Intergovernmental charges for services	0.00	0.00	0.00	1,523.64	0.00	15,803.06	(15,803.06)	+++	44,923.96
MRV - Miscellaneous revenue	61,300.00	0.00	61,300.00	3,928.19	0.00	4,973.11	56,326.89	8%	2,098.32
IIE - Interest & investment earnings	1,465,500.00	0.00	1,465,500.00	199,825.29	0.00	323,084.71	1,142,415.29	22%	1,417,675.65
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,677.00
Revenue Totals:	\$615,095.00	\$0.00	\$615,095.00	\$232,530.14	\$0.00	\$421,848.37	\$193,246.63	69%	\$97,652.19
Expenditures									
PER - Personnel services	267,082.00	0.00	267,082.00	17,838.28	0.00	55,689.15	211,392.85	21%	229,558.27
FBT - Fringe benefits and taxes	99,670.00	0.00	99,670.00	9,815.22	0.00	27,035.56	72,634.44	27%	85,661.52
OPM - Operations and maintenance	79,966.00	0.00	79,966.00	4,881.54	353.36	24,407.31	55,205.33	31%	91,312.06
UTL - Utilities	2,500.00	0.00	2,500.00	67.67	0.00	271.95	2,228.05	11%	2,448.20
CHG - Chargebacks	30,427.00	0.00	30,427.00	1,994.70	0.00	6,059.03	24,367.97	20%	32,109.44
CON - Contracted services	36,000.00	0.00	36,000.00	4,746.50	0.00	6,710.15	29,289.85	19%	29,114.12
OTH - Other	99,450.00	0.00	99,450.00	49,048.94	0.00	100,435.94	(985.94)	101%	85,765.17
OUT - Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
TRO - Transfer out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Expenditure Totals:	\$615,095.00	\$0.00	\$615,095.00	\$88,392.85	\$353.36	\$220,609.09	\$394,132.55	36%	\$555,968.78
Revenue Total:	\$615,095.00	\$0.00	\$615,095.00	\$232,530.14	\$0.00	\$421,848.37	\$193,246.63	69%	\$97,652.19
Expenditure Total:	\$615,095.00	\$0.00	\$615,095.00	\$88,392.85	\$353.36	\$220,609.09	\$394,132.55	36%	\$555,968.78
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$144,137.29	(\$353.36)	\$201,239.28	(\$200,885.92)		(\$458,316.59)

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account from the Brown County Treasurer as of March 31, 2010.

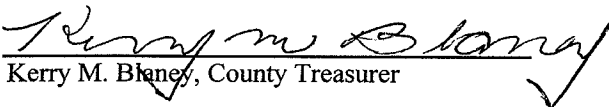
Associated Bank and Chase Bank	\$32,279,733.37
Bank Mutual and Denmark State Bank	\$198.76
Wisconsin Development Fund	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	(\$92,783.60)
Emergency Fund	(\$25,257.50)
NSF Checks Redeposited	\$0.00
Clerk Passport Account	\$0.00
Workers Comp Acct	(\$15,527.65)
UMR Sweep Account	(\$324,348.67)
Bank Error(s)	\$0.00
Total	\$31,822,014.71
Less Outstanding Checks	(\$867,264.10)
Other Reconcilable Items	\$0.00
Balance Per County	\$30,954,750.61

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of March 31, 2010.

	2009	2010
Year-to-Date Interest Received	\$340,888.28	\$186,212.16
Interest Received-Current Month	\$312,544.19	\$240,513.90
Year-to-Date Interest Unrestricted Funds	<u>\$653,432.47</u>	<u>\$426,726.06</u>
Working Capital Reserves Invested	\$122,093,229.30	\$101,245,893.48
Restricted Investments	\$28,866,768.25	\$8,802,384.58
Total Funds Invested	<u>\$150,959,997.55</u>	<u>\$110,048,278.06</u>
Certificates of Deposits	\$19,350,000.00	\$13,350,000.00
Treas-Gov't Agencies	\$46,531,516.18	\$42,742,107.23
Commercial Paper	\$9,963,627.77	\$0.00
Money Mkt-Pool	\$75,114,853.60	\$53,956,170.83
Total	<u>\$150,959,997.55</u>	<u>\$110,048,278.06</u>

Rate of Return:	1.219%	1.689%
-----------------	--------	--------

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of March 31, 2010. Statement of Investments for the month of March have been compared and examined, and found to be correct.


Kerry M. Blaney, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County

Information Services

Budget Status Report

3/31/2010

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,055,741	\$ 232,735	22.04%
Fringe Benefits	\$ 430,993	\$ 116,672	27.07%
Operations & Maintenance	\$ 1,069,337	\$ 184,329	17.24%
Utilities	\$ 202,312	\$ 49,697	24.56%
Chargebacks	\$ 6,776	\$ 1,694	25.00%
Contracted Services	\$ 380,700	\$ 17,486	4.59%
Depreciation	\$ 903,864	\$ 100,787	11.15%
Outlay	\$ -	\$ -	-
Transfer Out	\$ 87,389	\$ 16,987	-
Charges for Sales and Service	\$ -	\$ -	-
Miscellaneous Revenue	\$ -	\$ -	-
Charges to County Departments	\$ 4,135,560	\$ 780,663	18.88%
Transfer In	\$ -	\$ 3,960	-

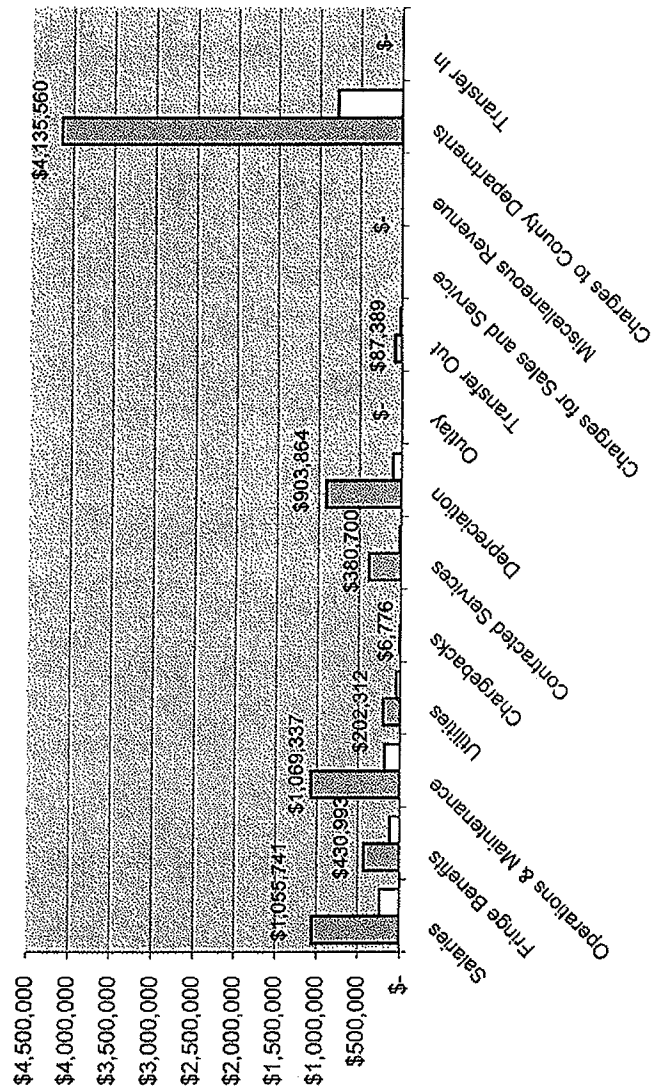
HIGHLIGHTS:

Expenses: As is the case every year, with the software licensing expenses that are incurred early each year, the operations and maintenance costs run higher in the early months but will average out through the year. Transfer Out is for the programmer/analyst wages for January and February 2010 as the position moved from Administration to Information Services.

Revenues: This budget is funded by chargebacks to departments based on an overhead formula and labor direct expenses. Transfer In cost is maintenance costs paid for in 2009 and being transferred to 2010.

**Information Services
March 31, 2010**

■ Annual Budget
□ YTD Actual



Director's Report – May 27, 2010

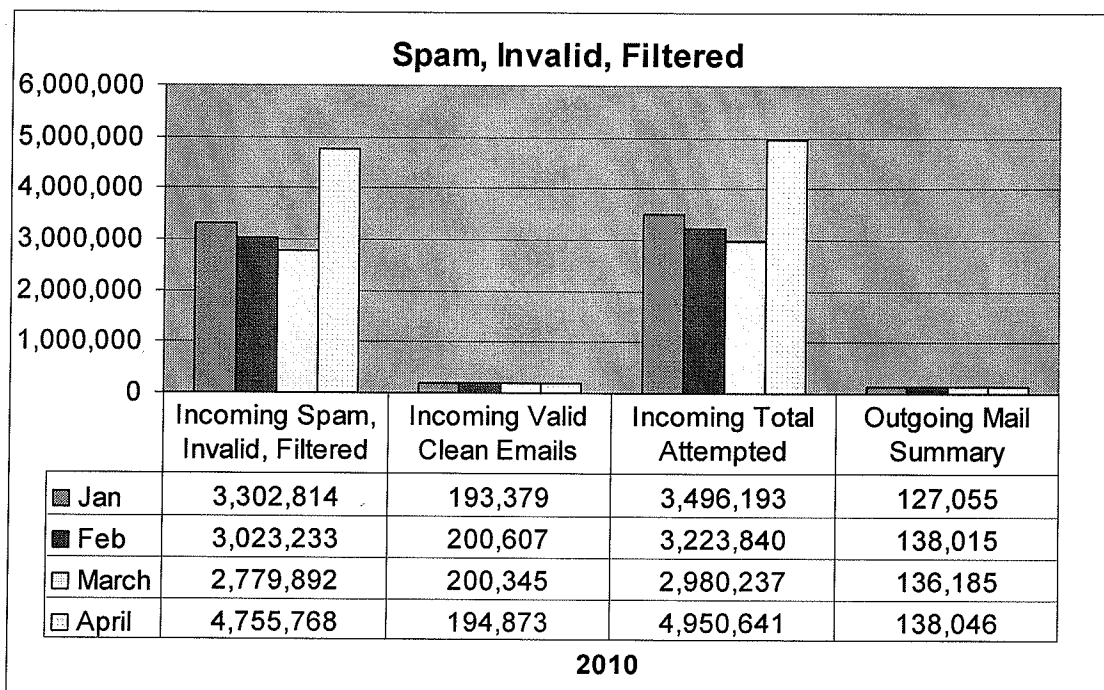
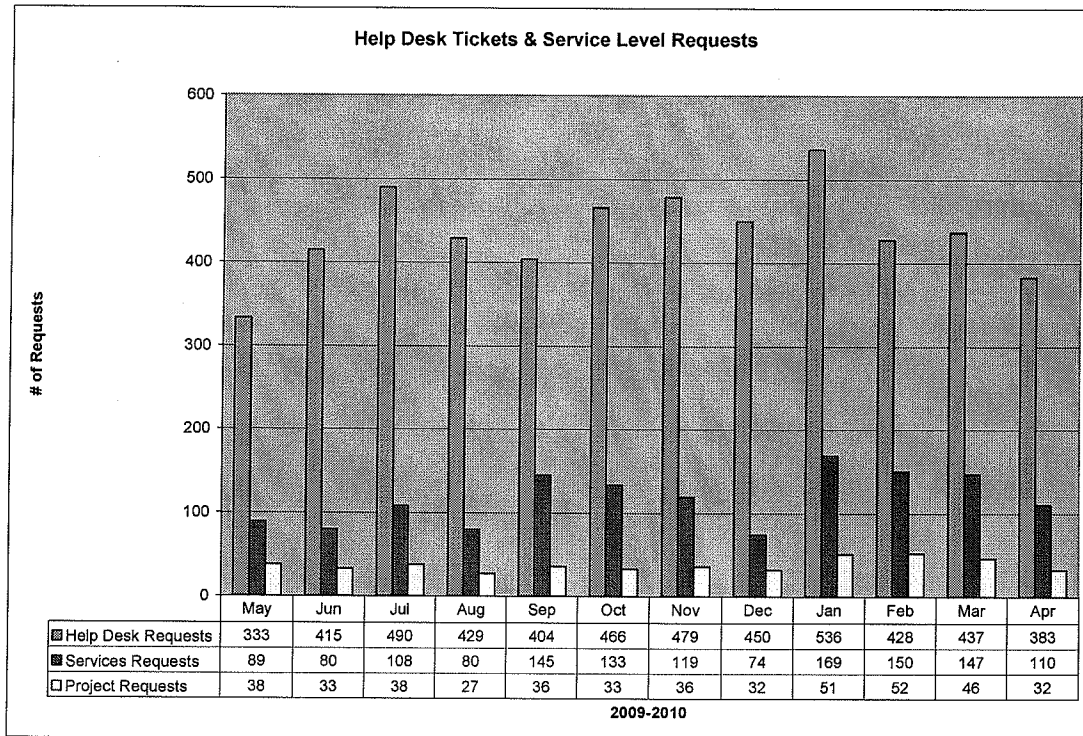
The information provided below highlights some of the activities and opportunities the Information Services Department has recently been encountering.

Update on Current Technology Initiatives

- The new Unified Communications System (a Voice over Internet Protocol (VoIP) phone system) continues as a key 2010 technology initiative. Brown County locations moved to the new system since the last report are: all departments within the Sophie Beaumont Building, Land Conservation and UW Extension. The Museum is scheduled to convert May 19. We now have approximately 1,100 phones installed with another 500 to go.
- Software for the new county wide video recorder system for security cameras was installed on the servers Monday February 22, 2010. Two levels of training took place on March 12, 2010 with 14 people signed up for Administrator training and 25 people signed up for end user training. The CTC's 24 cameras are viewable and recorded as needed with the new software. The system administration functions are being managed by IS and the installing vendor until a new software release due around October 2010.
- The Information Services Department continues to support the efforts underway for the current phase of the Enterprise Resource Planning (ERP) financial software implementation. Modules for payroll and Human Resources are being worked on in conjunction with the time and attendance software from Kronos.
- The IS Dept is working with ADRC and Child Support to find the correct software solution that will allow them to start scanning their paper files and moving to a modern electronic imaging system for storage and retrieval of client records. Our goal is to find a solution that will be able to grow with Brown County as more departments adopt electronic storage over paper.
- Equipment has started to arrive to create a technology disaster recovery network. The implementation plan has been worked out on paper. This is a complex project broken down into four major phases that will impact both the primary Data Center as well as the Disaster Recovery Center. With each phase having many technological milestones that must work around active live systems, the completion date will be early 2011.
- The IS Dept continues to work with the Library and their software vendor in building the hardware infrastructure for their new software.

Monthly Volume Statistics

- Every month I will provide charts that reflect the volume of valid and invalid email activity on the BC servers and assistance requests being experienced by the IS Department.



Concerns

- Email is a key productivity tool for many BC employees to perform their daily jobs. With the huge amount of personal information BC has on the computer systems there is a need to initiate the use of a security tool to encrypt email. The exact parameters surrounding these encrypted emails have not been established. The BC IS Dept is researching vendors with the unique skill set to match the technology environment in place at Brown County.
- A Gap Analysis has been conducted to evaluate the level of Personal Credit Information (PCI) complexity in the various departments that accept credit cards. Two areas stood out as concerns, Golf Course and Library. A potential solution for the Golf Course has been identified. The PCI issue is more complex at the Library with no immediate solution yet identified.
- The IS Department is working with Human Services as the search for a new Electronic Health Records System has intensified with the publication of the RFP to the website on Monday April 5, 2010. The current timeline is to have the vendor and software package selected by October 5, 2010. Tom Hinz, Brian Shoup and Bob Heimann are working on the concern of not having a project management team to dedicate into this critical project.

Staffing

- The IS staff continues to be short staffed in the areas of server management, telecommunications and Desktop support.

Projects

- There have been some preliminary discussions surrounding the 2010 BC IS requirement to research and implement some additional security regulations being rolled out by the FBI for selected systems. Government groups are trying to determine exactly what will satisfy the FBI requirement. This is a must do task for the FBI that will be focused within the Law Enforcement area.
- Supervisor Mary Scray, Bob Heimann, Jenny Hoffman and Bonnie DeBauche met with a representative from API regarding the identify verification software Veridocs. The open discussion regarding how an identity verification system could benefit the Human Services Department generated a number of questions as to how this would reduce fraud. Subsequent meetings will need to be held to determine if the costs of identity verification would generate enough rewards to Human Services.

I would be happy to address any questions regarding this report.

No specific action is being requested of the Administration Committee at this time.

Respectfully submitted,

Robert Heimann
Brown County Information Services Director

HIGHLIGHTS:

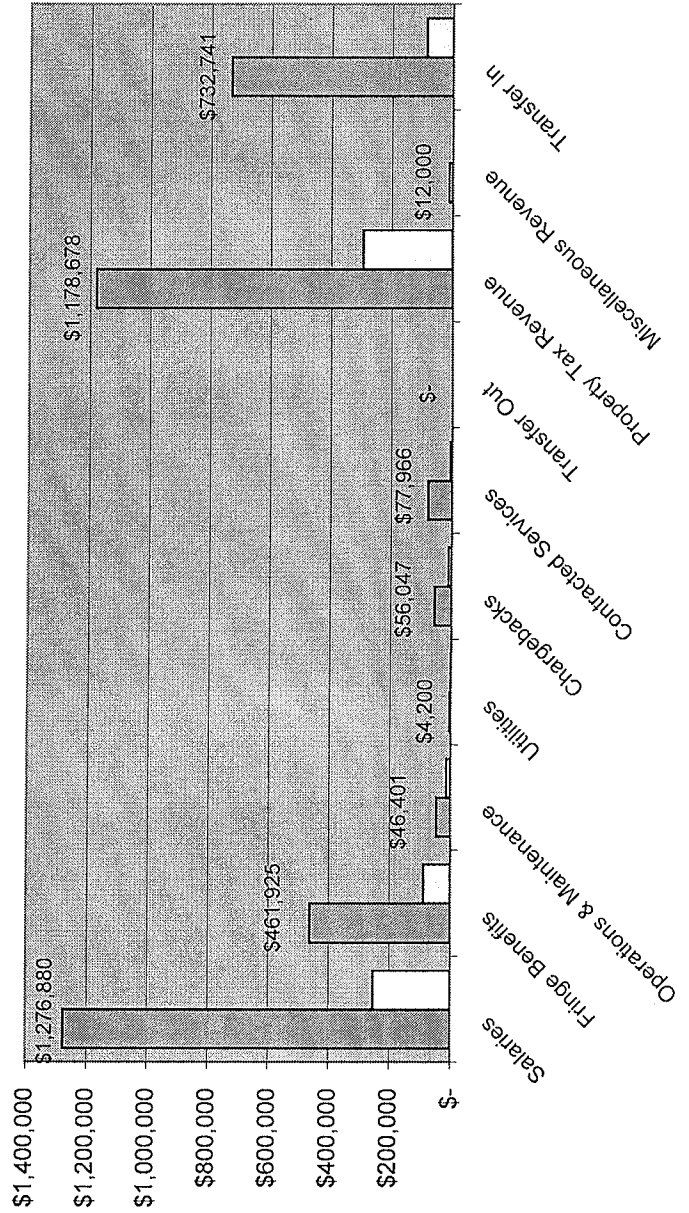
Expenses: Year to date savings in salaries and fringe of \$93,422 partially due to vacancies in the Finance Manager and Purchasing Manager positions. Operations and Maintenance is slightly over budget year to date due to the purchase of VoIP phones in February. This will level off during the year.

Revenues: Transfer in is reimbursement for salaries of the project implementation team as well as three finance staff previously in the Human Services table of organization.

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 1,276,880	\$ 252,636	19.79%
Fringe Benefits	\$ 461,925	\$ 88,643	19.19%
Operations & Maintenance	\$ 46,401	\$ 14,130	30.45%
Utilities	\$ 4,200	\$ 788	18.76%
Chargebacks	\$ 56,047	\$ 11,167	19.92%
Contracted Services	\$ 77,966	\$ 5,000	6.41%
Transfer Out	\$ -	\$ -	0.00%
Property Tax Revenue	\$ 1,178,678	\$ 294,670	25.00%
Miscellaneous Revenue	\$ 12,000	\$ 531	4.43%
Transfer In	\$ 732,741	\$ 86,807	11.85%

Administration March 31, 2010

■ Annual Budget
□ YTD Actual



PRODUCTION *Brown Co* PRODUCTION Administration Committee Report - 033110

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
<u>Fund: 100 - GF</u>									
<u>Revenues</u>									
<u>PTX - Property taxes</u>									
4100 - General property taxes	1,178,678.00	0.00	1,178,678.00	98,223.17		0.00	294,669.51	25%	351,579.00
PTX Total:	\$1,178,678.00	\$0.00	\$1,178,678.00	\$98,223.17		\$0.00	\$294,669.51	25%	\$351,579.00
<u>MRV - Miscellaneous revenue</u>									
4900 - Miscellaneous	12,000.00	0.00	12,000.00	183.00		0.00	531.00	4%	705.75
MRV Total:	\$12,000.00	\$0.00	\$12,000.00	\$183.00		\$0.00	\$531.00	4%	\$705.75
<u>CCD - Charges to county departments</u>									
4800 - Intra-county charge	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
CCD Total:	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	+++	\$0.00
<u>TRI - Transfer in</u>									
9000 - Carryover	0.00	64,666.00	64,666.00	0.00		0.00	0.00	0%	0.00
9002 - Transfer in	668,075.00	0.00	668,075.00	30,030.05		0.00	86,806.91	13%	34,232.80
9002.200 - Transfer in - HR	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
TRI Total:	\$668,075.00	\$64,666.00	\$732,741.00	\$30,030.05		\$0.00	\$86,806.91	12%	\$34,232.80
Revenue Totals:	\$1,858,763.00	\$64,666.00	\$1,923,419.00	\$128,436.22		\$0.00	\$382,007.42	20%	\$386,517.55
<u>Expenditures</u>									
<u>PER - Personnel services</u>									
5100 - Regular earnings	1,271,880.00	0.00	1,271,880.00	84,805.10		0.00	233,564.98	18%	194,263.76
5102 - Paid leave earnings	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.100 - Paid leave earnings - Paid Leave	0.00	0.00	0.00	4,260.92		0.00	17,904.19	+++	18,438.74
5102.200 - Paid leave earnings - Personal	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.300 - Paid leave earnings - Casual	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.400 - Paid leave earnings - Sick	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.500 - Paid leave earnings - Holiday	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.600 - Paid leave earnings - Other (funeral, jury duty, etc)	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5102.999 - Paid leave earnings - Accrual	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5103 - Premium	0.00	0.00	0.00	0.00		0.00	0.00	+++	0.00
5103.000 - Premium - Overtime	5,000.00	0.00	5,000.00	443.80		0.00	1,167.13	23%	1,466.55

PRODUCTION *Brown Co* PRODUCTION Administration Committee Report - 033110

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
5103.100 - Premium - Comp time premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.200 - Premium - Shift differential	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5103.300 - Premium - Holiday	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5109.100 - Salaries reimbursement - Short term disability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
PER Total:	\$1,276,880.00	\$0.00	\$1,276,880.00	\$89,509.82	\$0.00	\$252,636.30	\$1,024,243.70	20%	\$214,169.05
EBT - Fringe benefits and taxes									
5110 - Fringe benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.100 - Fringe benefits - FICA	98,239.00	0.00	98,239.00	6,578.46	0.00	18,609.04	79,629.96	19%	15,739.08
5110.110 - Fringe benefits - Unemployment compensation	1,878.00	0.00	1,878.00	0.00	0.00	0.00	1,878.00	0%	0.00
5110.199 - Fringe benefits - Back pay fringe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.200 - Fringe benefits - Health insurance	214,251.00	0.00	214,251.00	13,980.92	0.00	39,496.30	174,754.70	18%	40,419.15
5110.210 - Fringe benefits - Dental Insurance	17,621.00	0.00	17,621.00	1,357.03	0.00	3,860.06	13,760.94	22%	3,094.55
5110.220 - Fringe benefits - Life Insurance	1,028.00	0.00	1,028.00	139.97	0.00	356.80	671.20	35%	160.96
5110.230 - Fringe benefits - LT disability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5110.235 - Fringe benefits - Disability insurance	8,765.00	0.00	8,765.00	710.12	0.00	2,116.18	6,648.82	24%	1,644.16
5110.240 - Fringe benefits - Workers compensation insurance	4,080.00	0.00	4,080.00	340.00	0.00	1,020.00	3,060.00	25%	116.91
5110.300 - Fringe benefits - Retirement	51,507.00	0.00	51,507.00	3,742.58	0.00	10,418.61	41,088.39	20%	7,855.52
5110.310 - Fringe benefits - Retirement credit	64,556.00	0.00	64,556.00	4,471.08	0.00	12,765.93	51,790.07	20%	9,464.47
EBT Total:	\$461,925.00	\$0.00	\$461,925.00	\$31,320.16	\$0.00	\$88,642.92	\$373,282.08	19%	\$78,494.80
EMP - Employee costs									
5201 - Training and educations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
EMP Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
OPM - Operations and maintenance									
5300 - Supplies	50.00	0.00	50.00	0.00	0.00	0.00	50.00	0%	263.41
5300.001 - Supplies - Office	6,400.00	0.00	6,400.00	355.06	0.00	1,422.30	4,977.70	22%	3,067.75
5300.003 - Supplies - Technology	6,960.00	0.00	6,960.00	0.00	0.00	6,568.80	391.20	94%	0.00

PRODUCTION *Brown Co* PRODUCTION

Administration Committee Report - 033110

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
5300.004 - Supplies - Postage	3,800.00	0.00	3,800.00	160.73	0.00	1,233.73	2,566.27	32%	1,342.81
5303 - Copy expense	2,300.00	0.00	2,300.00	42.64	0.00	363.19	1,936.81	16%	575.02
5304 - Printing	3,350.00	0.00	3,350.00	7.00	0.00	519.29	2,830.71	16%	2,770.45
5304.100 - Printing - Forms	850.00	0.00	850.00	0.00	0.00	137.68	712.32	16%	0.00
5305 - Dues and memberships	3,304.00	0.00	3,304.00	795.94	0.00	950.94	2,353.06	29%	225.00
5306.100 - Maintenance agreement - Software	5,158.00	0.00	5,158.00	0.00	0.00	2,508.00	2,650.00	49%	2,388.75
5308.100 - Vehicle/equipment - Gas, oil, etc.	50.00	0.00	50.00	0.00	0.00	0.00	50.00	0%	0.00
5310 - Advertising and public notice	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0%	0.00
5330 - Books, periodicals, subscription	200.00	0.00	200.00	0.00	0.00	0.00	200.00	0%	40.00
5340 - Travel and training	6,279.00	7,200.00	13,479.00	117.42	0.00	360.30	13,118.70	3%	63.32
5365 - Special events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
5390 - Miscellaneous	0.00	0.00	0.00	55.99	0.00	65.99	(65.99)	+++	0.00
OPM Total:	\$39,201.00	\$7,200.00	\$46,401.00	\$1,534.78	\$0.00	\$14,130.22	\$32,270.78	30%	\$10,736.51
UTL - Utilities									
5505 - Telephone	4,200.00	0.00	4,200.00	414.84	0.00	788.01	3,411.99	19%	1,253.63
UTL Total:	\$4,200.00	\$0.00	\$4,200.00	\$414.84	\$0.00	\$788.01	\$3,411.99	19%	\$1,253.63
CHG - Chargebacks									
5601.100 - Intra-county expense - Information services	54,225.00	0.00	54,225.00	3,525.35	0.00	10,711.66	43,513.34	20%	12,154.20
5601.200 - Intra-county expense - Insurance	1,822.00	0.00	1,822.00	151.83	0.00	455.53	1,366.47	25%	530.01
CHG Total:	\$56,047.00	\$0.00	\$56,047.00	\$3,677.18	\$0.00	\$11,167.19	\$44,879.81	20%	\$12,684.21
CON - Contracted services									
5706 - Temporary replacement help	6,500.00	37,400.00	43,900.00	0.00	0.00	0.00	43,900.00	0%	26,848.59
5708 - Professional services	14,000.00	20,066.00	34,066.00	5,000.00	200.00	5,000.00	28,866.00	15%	0.00
CON Total:	\$20,500.00	\$57,466.00	\$77,966.00	\$5,000.00	\$200.00	\$5,000.00	\$72,766.00	7%	\$26,848.59
OTH - Other									
5899 - Unallocated costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
TRO - Transfer out									
9003.100 - Transfer out - General Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00

PRODUCTION *Brown Co* PRODUCTION
Administration Committee Report - 033110

Detail

Account Number	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
TRO Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Expenditure Totals:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$131,456.78	\$200.00	\$372,364.64	\$1,550,854.36	19%	\$344,186.79
Revenue Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$128,436.22	\$0.00	\$382,007.42	\$1,541,411.58	20%	\$386,517.55
Expenditure Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$131,456.78	\$200.00	\$372,364.64	\$1,550,854.36	19%	\$344,186.79
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	(\$3,020.56)	(\$200.00)	\$9,642.78	(\$9,442.78)		\$42,330.76
Revenue Grand Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$128,436.22	\$0.00	\$382,007.42	\$1,541,411.58	20%	\$386,517.55
Expenditure Grand Total:	\$1,858,753.00	\$64,666.00	\$1,923,419.00	\$131,456.78	\$200.00	\$372,364.64	\$1,550,854.36	19%	\$344,186.79
Grand Total:	\$0.00	\$0.00	\$0.00	(\$3,020.56)	(\$200.00)	\$9,642.78	(\$9,442.78)		\$42,330.76

2010 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
10-43	4/17/10	Sheriff	Allocation of increased up-front state training aids from the WI Department of Justice Training and Standards Bureau.	5	Approved 4/21/10	Y		
10-44	4/22/10	Sheriff	Allocation of a donation for \$2,000 from Sam's Club to purchase a thermal imaging night vision camera.	5	Approved 5/3/10	Y		
10-45	4/27/10	Facility and Park Mgmt	Allocation of \$6,651 in additional funds from the State-funded Snowmobile Trail Program because of the extended 2008-2009 snow season.	5	Approved 5/3/10	Y		
10-46	5/6/10	Administration	Transfer of funds to cover 1 st quarter 2010 sick leave payouts for retirees.	3a	Approved 5/6/10	N	---	J3879 Actual?

Revised 5/17/10

GRANT APPLICATION APPROVAL LOG
May Administration Committee

#	DATE	DEPARTMENT	GRANT TITLE	GRANTOR AGENCY	APPLIED AMOUNT	MATCH REQ'D	PERIOD	SUMMARY DESCRIPTION
10-09	4/26/10	Sheriff	2010 COPS Hiring Program (CHP)	US Department of Justice	857,927	0	9/10-8/13	Provides funding for entry level officers for three years with no match required; however, must keep positions on for one year after grant ends.
10-10	4/30/10	Sheriff	US 41 Speed and Aggressive Driving Patrol	WI DOT, WSP, Bureau of Transportation Safety	25,000	0	5/10-9/10	Provides for overtime hours of patrol of US Hwy 41 for speed and aggressive driving in preparation for the highway reconstruction.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 18, 2010

TO: Supervisor Carole Andrews

FROM: Cheryl Corbeille
Purchasing Manager

SUBJECT: Input from Brown County Purchasing Department regarding requiring a new Request for Proposal (RFP) at least every three years for service-related contracts.

Thank you for providing this opportunity to contribute to the suggestion of re-bidding all of our RFPs at least every three years for service-related contracts. Per our phone discussion on Friday, April 23, and as addressed at the April 29 Administration Committee Meeting, attached is Brown County's Purchasing Department recommendations.

An RFP at Brown County takes an average of 35 purchasing hours and three to five committee members an additional 70 hours. The cost to Brown County is approximately \$4,700 and 105 labor hours.

Brown County Administration recommends that each Brown County contract be assessed at least every three years for its legitimacy to go through the RFP process. In making the determination for its legitimacy, the savings should net \$2,350 annually. This figure would outweigh the cost of conducting an RFP. Brown County will benefit from this lean initiative by following a return on investment payback strategy.

There may be situations where continuing the agreement for an additional two or more years would be the best choice for the County. The following contracts are examples where a large learning curve and/or lack of continuity of services may be detrimental to the County.

- Food Service at the Jail
- Laundry Service at the Jail
- Operating and Maintenance of Gas to Energy Facility at East Landfill
- Operation and Hauling at Transfer Station
- Medical Services at the Jail
- Hauling Recyclables
- Auditing Services
- EAP



May 18, 2010

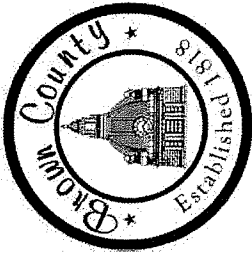
Page 2

To make a clear decision of whether to extend an existing contract or go out for a new RFP, a Pre-RFQ would be conducted with no less than two potential vendors to complete a market test. If the Pre-RFQ resulted in a savings of over \$2,350 annually, it would warrant completing an RFP for that particular goods/service covered under the contract in question. A review of current V.A.L.U.E., State, or other county contracts that exist will be completed as part of the negotiations. This determination would be validated by the Selection Committee that was on the initial RFP.

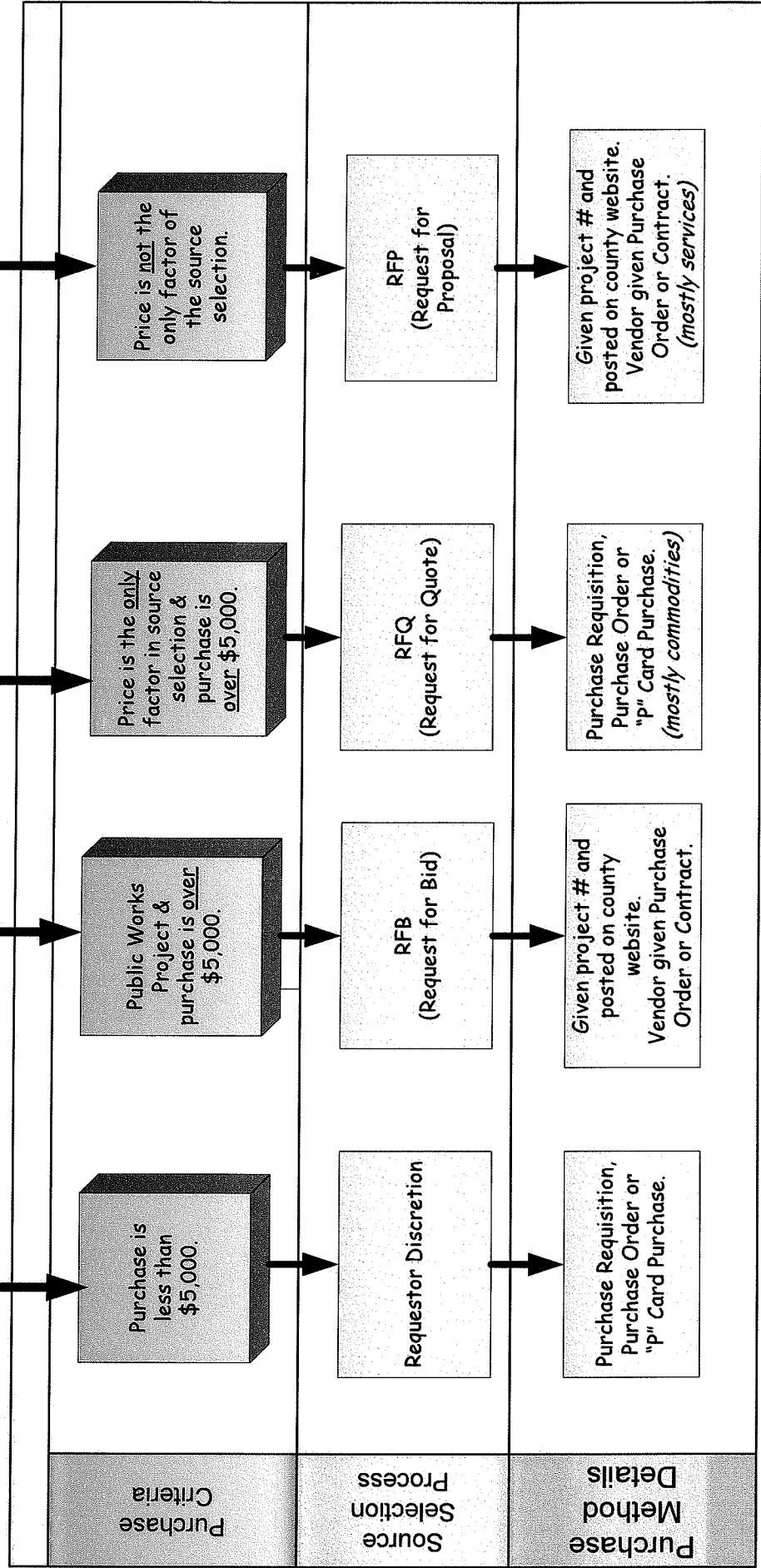
The analysis of each contract should take place six months before the contracts expire allowing enough time to conduct an RFP if appropriate. Brown County has 26 three- to five-year contracts currently with many of them containing an option to extend the agreement for an additional two years.

Purchasing Department's ultimate goal is to provide Brown County with goods or services with the best price/quality available in the market.

Please see the attached flowcharts to assist you in evaluating this recommendation.



Purchase Requirement



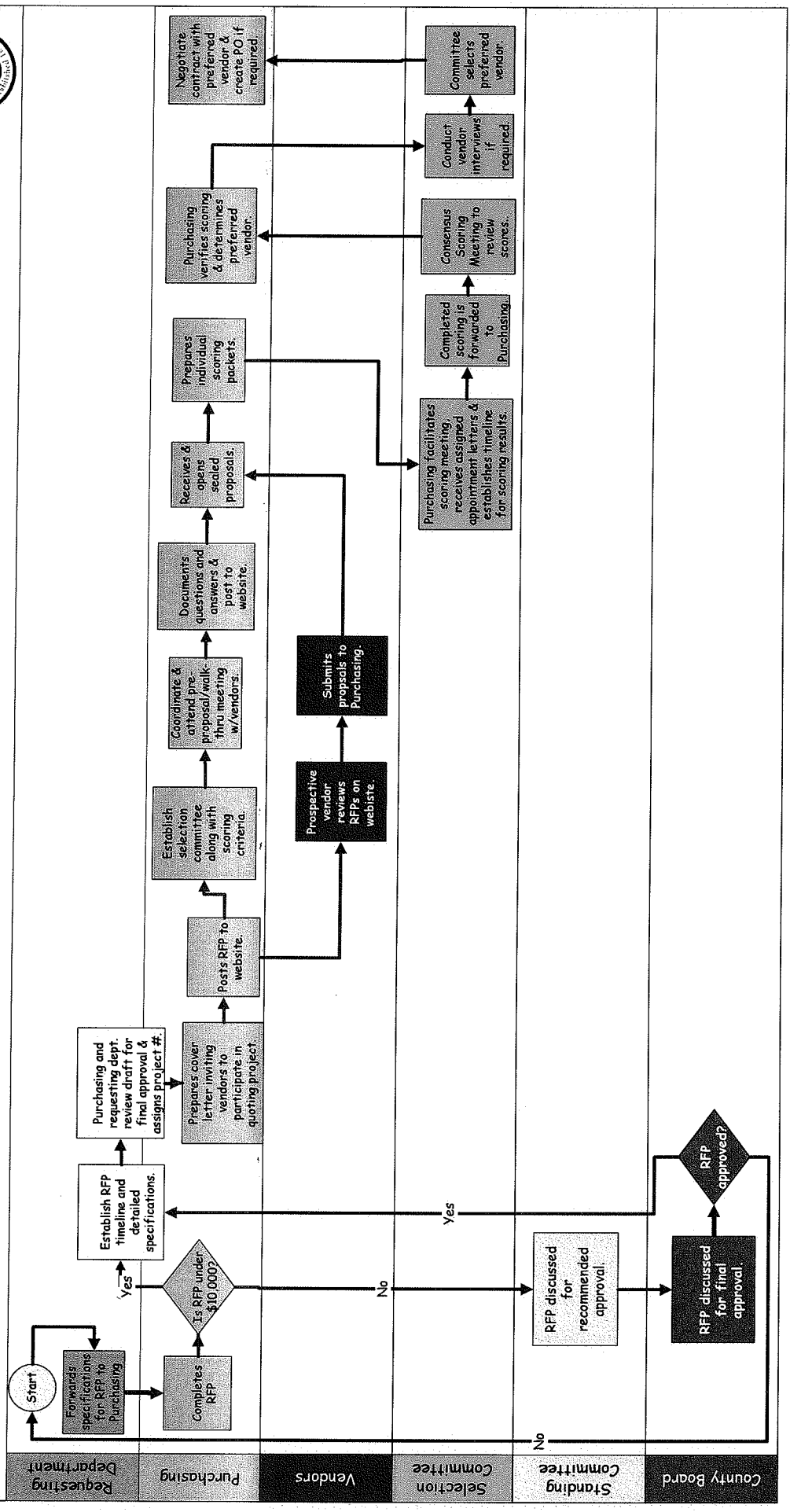
Public works projects: Any work for construction, repair, remodeling or improvement of any public work building or furnishing of supplies or materials over \$5,000.

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Last Revision Date: 05/18/2010

Purchasing - Request For Proposal (RFP) Process



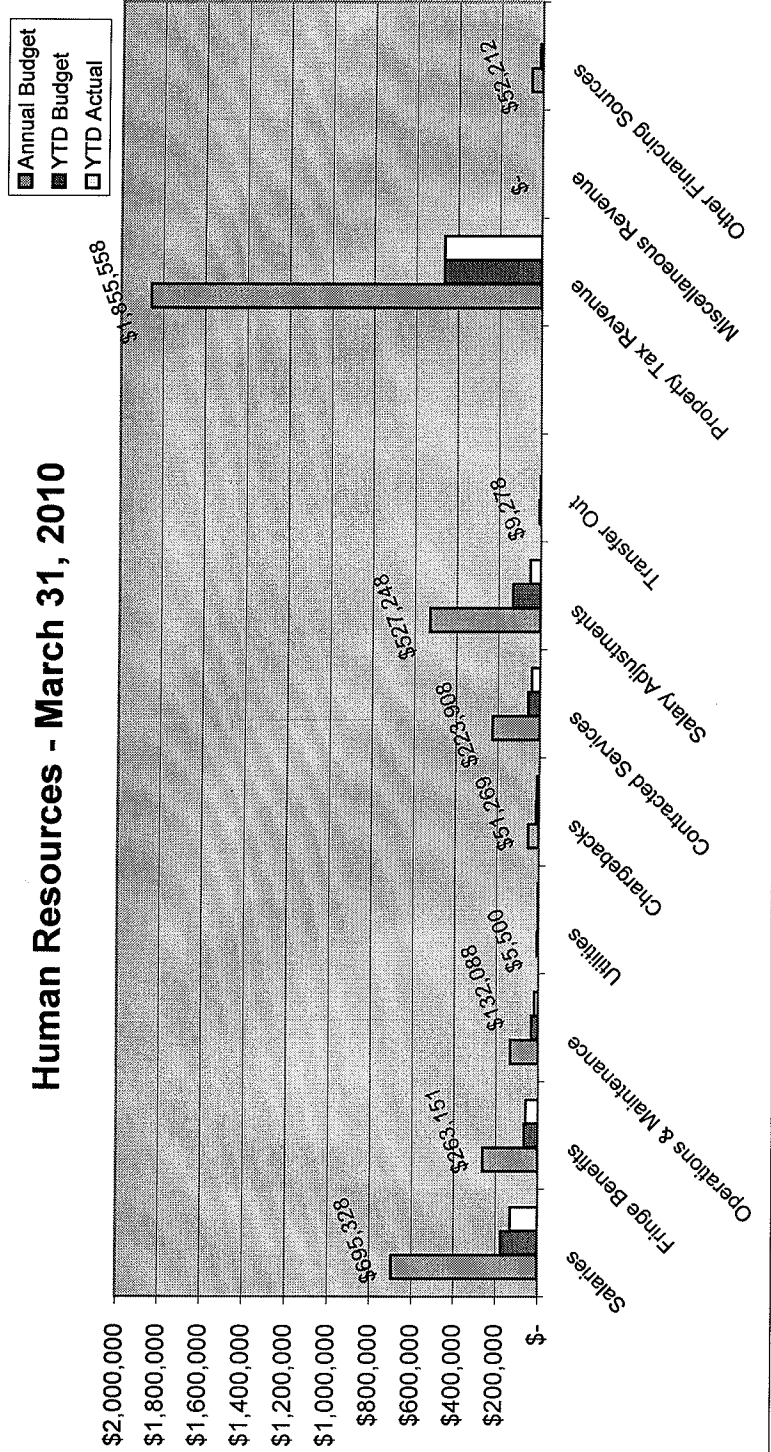
Brown County
Human Resources
Budget Status Report
3/31/2010

	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 695,328	\$ 173,832	\$ 130,349
Fringe Benefits	\$ 263,151	\$ 65,788	\$ 58,327
Operations & Maintenance	\$ 132,088	\$ 33,022	\$ 17,714
Utilities	\$ 5,500	\$ 1,375	\$ 1,104
Chargebacks	\$ 51,269	\$ 12,817	\$ 10,173
Contracted Services	\$ 223,908	\$ 55,977	\$ 38,179
Salary Adjustments	\$ 527,248	\$ 131,812	\$ 50,000
Transfer Out	\$ 9,278	\$ 2,320	\$ -
Property Tax Revenue	\$ 1,855,558	\$ 463,890	\$ 463,890
Miscellaneous Revenue	\$ -	\$ -	\$ -
Other Financing Sources	\$ 52,212	\$ 13,053	\$ -

HIGHLIGHTS:

All cost categories are within budget. The Salary Adjustment line item is used for Retirement Payout, Retroactive Pay (if the department budget cannot absorb) and Casual Leave Payout.

Human Resources - March 31, 2010



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: May 17, 2010
To: Administration Committee Members
From: Debbie Klarkowski, Human Resources Manager
Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR APRIL 2010

Hires:**Full-Time:**

Finance Manager 1
Purchasing Manager 1

Part-Time:

Food Service Worker 1
Secretary III 1
Staff RN 1

Limited Term/Seasonal/On-Call:

Board Supervisors 5
Concessionaire I 2
Horticulture Assistant 1
Invasive Species Coordinator 1
Seasonal Golf Course 2
Seasonal Parks 11

TOTAL HIRES: 27**Separations:****Full-Time:**

Benefits Specialist 1
Corporal 1
Electrician (Airport) 1
Highway Laborer 1
Library Associate 1
Lieutenant 1
Patrol Officer 1
Shelter Care Worker 1

Part-Time:

Assistant Corporation Counsel 1
Library Associate 1
Shelter Care Worker 1

Limited Term/Seasonal/On-Call:

Board Supervisor 5
Intern (Parks) 1
Shelter Care Worker – on-call 1

TOTAL SEPARATIONS: 18**Current Employees:**

Regular Employees: 1440 (1351.84 FTE's)

Extra Help: 177 (Includes On-call, Seasonal, Summer, Co-op/Intern & Temporary Help positions.)

Total Employees: 1617

**Brown County
Facilities Management
Budget Status Report
3/31/2010**

	Annual Budget	YTD Actual	% of Budget
Salaries	\$ 2,300,273	\$ 460,015	20.00%
Fringe Benefits	\$ 1,165,616	\$ 259,312	22.25%
Clothing Allowance	\$ 7,145	\$ 236	3.30%
Operations & Maintenance	\$ 547,211	\$ 89,066	16.28%
Utilities	\$ 897,338	\$ 183,621	20.46%
Chargebacks	\$ 111,605	\$ 21,889	19.61%
Contracted Services	\$ 398,866	\$ 63,388	15.89%
Outlay	\$ 423,875	\$ 1,380	0.33%
Transfer Out	\$ 30,000	\$ -	0.00%
Property Tax Revenue	\$ 3,151,115	\$ 787,779	25.00%
25x25 Revenue	\$ 259,305	\$ 14,305	5.52%
Services	\$ 15,000	\$ 3,750	25.00%
Miscellaneous Revenue	\$ -	\$ 124	
Rents	\$ 659,824	\$ 161,001	24.40%
Intracounty Charges	\$ 1,692,366	\$ 73,698	4.35%
Transfer In	\$ 104,319	\$ -	0.00%

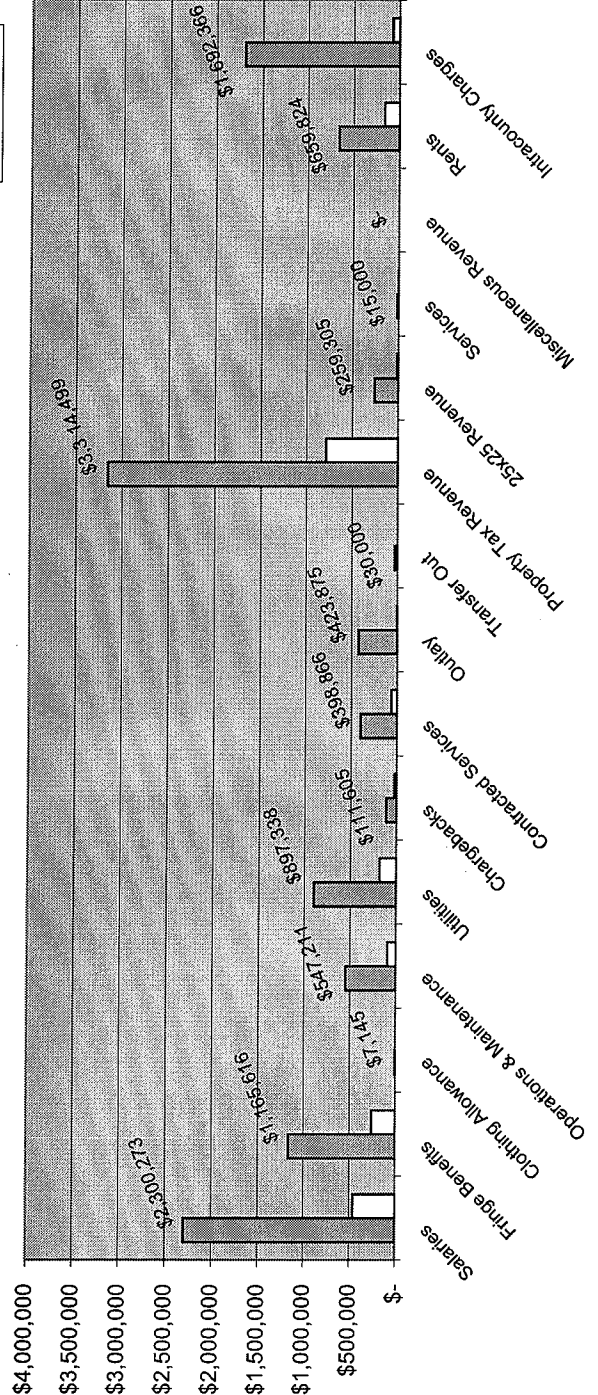
HIGHLIGHTS:

Expenses are at 18.34% of annual budget

Revenues are sufficient to cover expenses.

Facilities Management - March 31, 2010

■ Annual Budget
□ YTD Actual



BUDGET ADJUSTMENT REQUEST

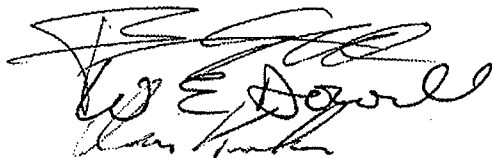
10-47

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Category 1	Reallocation from one account to another <u>within</u> the major budget classifications.	Department Head
<input type="checkbox"/> Category 2		
<input type="checkbox"/> a.	Change in Outlay not requiring the reallocation of funds from another major budget classification.	County Executive
<input type="checkbox"/> b.	Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.	County Board
<input type="checkbox"/> Category 3		
<input type="checkbox"/> a.	Reallocation between budget classifications other than 2b or 3b adjustments.	County Executive
<input type="checkbox"/> b.	Reallocation of personnel services and fringe benefits to another major budget classification except contracted services, or reallocation to personnel services and fringe benefits from another major budget classification except contracted services.	County Board
<input checked="" type="checkbox"/> Category 4	Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund)	County Board
<input type="checkbox"/> Category 5	Increase in expenses with offsetting increase in revenue	County Board

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9003	Facilities – Transfer Out	6,334
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9005	Facilities – Transfer Out Intrafund	9,334
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.054.001.6110.100	Facilities – Outlay Other	15,668
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.071.6110.020	Sheriff Investigative – Outlay Equipment	9,334
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.071.9004	Sheriff Investigative – Transfer In Intrafund	9,334
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.173.6110.020	Community Programs CTP – Outlay Equipment	22,334
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.170.173.9002	Community Programs CTP – Transfer In	6,334
<input type="checkbox"/>	<input checked="" type="checkbox"/>	201.076.170.173.7000.TRAN	Community Programs CTP – Purch Serv Transportation	16,000

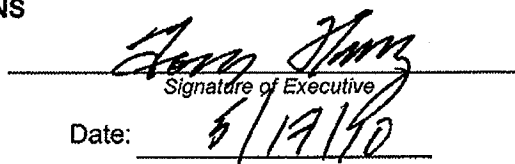
Narrative Justification:

This adjustment is necessary to distribute grant and operational funds from Facility Management to the Sheriff Department and to Human Services for the purchase of three (3) 2010 hybrid vehicles as part of Brown County's Sustainability and 25x25 Plan for Vehicles. See attachment to compare "five year cost to own" and "five year cost per mile" for selected hybrid and gasoline vehicles."



AUTHORIZATIONS

Signature of Department Head *FAM*
 Department: Sheriff, Human Services
 Date: 05/17/10


 Signature of Executive
 Date: 5/17/10

AM
5-17-10

Hybrid -Gasoline Comparison

	2010 Prius	2010 Fusion	2010 Fusion	2010 Fusion	2010 Malibu	2009 Fusion
	II 4dr Hatchback	4dr Sedan	SEL Sedan 4D	LS 4dr Sedan		SEL Sedan 4D
	Hybrid	Hybrid	Gasoline	Gasoline		Gasoline
Purchase Price *	\$ 22,334	\$ 24,829	\$ 24,365	\$ 21,825	\$ 14,480	
5-Year Costs ^						
Depreciation	\$ 9,716	\$ 14,147	\$ 12,783	\$ 10,713	\$ 6,819	
Operating Expenses						
Fees	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	
Gas	\$ 4,124	\$ 5,295	\$ 8,283	\$ 8,283	\$ 9,037	
Maint	\$ 3,060	\$ 2,609	\$ 2,936	\$ 2,869	\$ 3,578	
Repairs	\$ 732	\$ 838	\$ 838	\$ 808	\$ 1,306	
Insurance	\$ 5,131	\$ 5,036	\$ 4,832	\$ 5,110	\$ 4,725	
Total Op Exp	\$ 13,272	\$ 14,003	\$ 17,114	\$ 17,295	\$ 18,871	
5-Year Miles	75,000	75,000	75,000	75,000	75,000	
Total Five Year Cost	\$ 22,988	\$ 28,150	\$ 29,897	\$ 28,008	\$ 25,690	
Cost Per Mile	\$ 0.307	\$ 0.375	\$ 0.399	\$ 0.373	\$ 0.343	
Grants	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	
Total Cost W/Grants	\$ 19,988	\$ 25,150	\$ 29,897	\$ 28,008	\$ 25,690	
Cost Per Mile W/Grants	\$ 0.267	\$ 0.335	\$ 0.399	\$ 0.373	\$ 0.343	
Notes						
* Purchase Prices based Brown County RFQs for Hybrids and Kelly Blue Book for others						
^ 5 Year Cost based on Edmunds True Cost to Own						
2010 Prius is lowest both in "Five Year Cost" and "Cost Per Mile" and is recommended for purchase						

June 16, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO INCREASE DOG LICENSE TAX

WHEREAS, the State of Wisconsin has chosen to set the minimum tax for dog licenses at \$3.00 for a neutered male dog or spayed female dog and \$8.00 for an unneutered male dog or unspayed female dog; and \$35.00 for multiple dog licenses (kennels with 12 or fewer dogs); and

WHEREAS, Wis. Stat. Sec. 174.07 requires the County Clerk to distribute tags and license forms and conduct other administrative activities associated with the dog license program and Wis. Stat. Sec. 174.09(2) provides a county may recover expenses incurred in purchasing supplies for the dog license program; and

WHEREAS, Wis. Stat. Sec. 174.05(3) authorizes a county to raise the minimum dog license tax on dogs within its jurisdiction and the last fee adjustment was for the 2004 Budget year; and

WHEREAS, the County Clerk has requested an increase in the dog license tax from \$3.30 to \$3.50 for a neutered male dog or spayed female dog and from \$8.30 to \$8.50 for an unneutered male dog or unspayed female dog, and from \$36.00 to \$36.50 for multiple dog licenses in order to help pay the costs of administering the dog license program and the proposed increase in the minimum dog license tax meets the legal requirements outlined in Wis. Stat. Sec. 174.05(3).

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors adopts the following schedule for dog license taxes:

- | | | |
|-----|-------------------------------------|---------|
| (1) | Neutered male or spayed female: | \$3.50 |
| | Unneutered male or unspayed female: | \$8.50 |
| (2) | Multiple Dog License: | \$36.50 |

BE IT FURTHER RESOLVED, that the County Clerk shall recoup the costs of
administering the dog license program from the dog license tax revenue

BE IT FURTHER RESOLVED, this resolution shall be effective beginning for licenses
issued for 2011 and thereafter in Brown County.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Impact: Not applicable

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEPS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL.	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____